

55/989



CARRIER COST SYSTEM

CITY CARRIER ROUTE
TEST INSTRUCTIONS

Rates & Classification Department
Information Requirements Division
September 1989

Handbook F-55

P1. 31/14:

READER
FICHE

best copy available

U. S. Postal Service
Washington, D.C.

Carrier Cost System
MSC/Post Office Reference

Transmittal Letter #1
September 23, 1989

A. EXPLANATION

This handbook is to serve as a training aid and reference for employees at management sectional centers and post offices who are involved in the Carrier Cost System. The City Carrier's Handbook is to be used in the completion of the City Carrier's tests using the 2858C questionnaires.

B. DISTRIBUTION

1. Initial. This handbook is distributed to postal facilities participating in the Carrier Cost System.
2. Additional Copies. Order on Form 7380, Supply Center Requisition, directly from your area supply center.

C. COMMENTS

1. Content. Refer all questions and suggestions regarding the content of this document to:

Information Requirements Division
Cost Statistics Branch
U.S. Postal Service
Washington, DC 20260-5325

2. Clarity. Refer all questions regarding the organization and editing of this document to:

Document Control Division
U.S. Postal Service
Washington, DC 20260-1571

D. INTERPRETATION

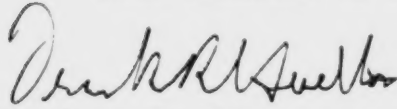
The singular pronouns "he" and/or "she" are used in this handbook for clarity or convenience only. They are used in a generic sense and therefore apply to both male and female employees.

E. CANCELLATIONS

All previous issues of Handbook F-55 and update memos are obsolete at the end of FY 1989.

F. EFFECTIVE DATE

This handbook is effective on September 23, 1989.

A handwritten signature in dark ink, appearing to read "Frank R. Heselton". The signature is fluid and cursive, with the first name "Frank" being the most prominent.

Frank R. Heselton
Assistant Postmaster General
Rates and Classification Department

CITY CARRIER ROUTE TEST INSTRUCTIONS

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CITY CARRIER ROUTE TEST INSTRUCTIONS

I. PURPOSE

- A. Form 2858C, Carrier Cost System, City Carrier Route Test, is used to record mail information for a sample of the Postal Service's city delivery "letter" routes. Mail information for Parcel Post and other types of special purpose routes, such as relay or collection, is not collected with these forms.
- B. These tests are used to determine the volume of mail that occurs at different times of the year for the various types of routes. The tests should not be used either to set work standards or to measure carrier performance.
- C. Data from these tests will be used by the Rates and Classification Department to estimate relative volumes for classes of mail and special services, and to determine how mail volume affects the number of Stops and deliveries a carrier must make.
- D. Because all types of City Carrier "letter" Routes are included in the sample, the City Carrier Route tests will allow the Postal Service to determine the relationship between volume, deliveries, and Stops for all types of city "letter" routes.
- E. The City Carrier Test allows the Postal Service to spread delivery costs of about \$5 billion across all pertinent categories of mail. A representative sample is used; thus, each tested route represents many other routes which are not tested. Data from tested routes are used to estimate mail volume, coverage, and mail mix for all routes. These estimates are then used to determine what portion of the total cost of

distributing and delivering mail is due to each class or subclass. Each test must be carefully conducted and the results accurately recorded if estimates for all routes are to be valid.

- F. Information from these tests is presented to the Postal Rate Commission to support requests for postal rate changes for all classes and subclasses of mail.

II. DISTRIBUTION OF FORMS

- A. Form 2858C. City Carrier Route Test. Four weeks prior to the start of each fiscal year you will receive the forms for that year. (For example, by September 1, each MSC will receive enough Forms 2858C to conduct the tests scheduled for the fiscal year.) Rates and Classification Center Statistical Programs Coordinator (SPC) has a limited supply of the Forms 2858C; call your Rates and Classification Center (RCC) if you run short.
- B. Blank Labels 34C. Each MSC should have a supply of blank Labels 34C (yellow labels). If you have none, or are running low, call your Rates and Classification Center (RCC).
- C. Labels 34C Printout. Approximately three weeks prior to the start of each fiscal quarter, each MSC must download from the ODIS RPW Frame Entity Operations (ORFEO) System labels 34C printout for the City Carrier Route tests to be conducted during that fiscal quarter. The Label 34C Printout job must then be copied onto blank Label 34Cs for use during the quarter.
- D. List of Tests to be Conducted. Approximately three weeks prior to the start of each fiscal quarter, each MSC must download from the ORFEO System a sample selection list, which is a printout of the dates and locations of City Carrier Route tests. A copy of a letter MSCs may wish to use to inform Postmasters of the dates of tests scheduled for their offices is included in Appendix J.

Each RCC will download from two printouts the ORFEO System: a listing by date of all City Carrier tests to be conducted during the fiscal quarter, and a copy of the MSC printouts.

- E. Form 2858C MD. The Form 2858C MD is used to gather NDCBU mail category information. After each test, tabulate the information and enter it by stop number in the test booklet. Submit the 2858C MD with the test to the MSC. Do not send the 2858C MD to the RCC. NOTE: The MSC must keep the Form 2858C MD on file with the Quarterly City Carrier Route Test Schedule. The Form 2858C MD is not to be sent to Jeffersonville with completed Forms 2858C. The form 2858C-MD can be reproduced.

Form 2858-Worksheet. The Form 2858-Worksheet for Multi-delivery Stops, is optional. No Form 2858-Worksheet will be sent to MSCs. The form may be reproduced.

- F. Transmittal of Forms. The sample selection list will be used as a transmittal sheet. On it record whether the test was completed or rescheduled and, if necessary, the reschedule date for each rescheduled test. Each week a copy of this sample selection list must be sent to the MSC office with the Forms 2858C. Both the RCC and the MSC will then have a record of completed and rescheduled tests for each week.

III. TRANSMITTAL OF FORMS

- A. MSCs should mail the Forms 2858C to the Postmaster at Jeffersonville, IN., not later than the first Tuesday after the end of the report week.

Before mailing forms, check carefully for and remove any extraneous papers (i.e., worksheets, other forms and scrap paper).

- B. A copy of the sample selection list for the period during which the tests were scheduled should be sent to the RCC each week. On the sample selection listing indicate whether a scheduled test has been completed or rescheduled. Also, list rescheduled tests completed during the week. A copy of this list should accompany the mailing to Jeffersonville, IN. a copy of the listing should also be forwarded at the end of the report week to the Statistical Programs Coordinator, Rates and Classification Center.

- C. Completed Form(s) 2858C should be mailed to Jeffersonville, IN, in one batch not later than the first Tuesday after the end of the Report week. The yellow bar-coded label must be used to mail the forms to:

POSTMASTER
JEFFERSONVILLE, IN
47131-9998

NOTE: You should not delay the mailing of Forms 2858C because of delinquent test(s). If there are questions regarding delinquent test(s) call your Rates and Classification Center for instructions.

IV. QUESTIONS AND COMMENTS

For data to be reliable, the same procedures must be followed by all data collectors. If you have questions about the Form 2858C or test procedures and the answers cannot be found in this book, call the Rates and Classification Center.

Asking questions when confronted with a confusing situation will ensure that what you do will be consistent with what others are doing.

Your comments and questions serve another function: they highlight areas where the instructions should be changed, clarified, or supplemented to improve and update the Carrier Cost System, City Carrier Route Test.

V. TEST REQUIREMENTS

- A. Only a trained data collector who knows mail classification is to conduct the City Carrier Route test. The carrier for the route must not be allowed to conduct the test, although his help is needed in determining Stops. For the data collector's reference, a definition of terms used in this handbook is included in Appendix C.
- B. As a data collector, you should take several copies of Form 2858C to the test site, as well as a Frame Listing provided through ORFEO to record changes in Route type. In effect, any material viewed as necessary to the completion of the route test must be carried to the test site.

Note that a City Carrier test may require as many as 10 Forms 2858C, although the average number of Forms 2858C required is from 4 to 6.

- C. You must know how to fill out a Postal Service FOSDIC form. If you do not know, read APPENDIX E: THE FOSDIC FORM.
- D. Call the test site the day before the test to:
 - 1. Ensure that the carrier, or a T-6 who knows the route, will be available on the day of the test.
 - 2. Find out what time the carrier is expected to pull down the case (on the day of the test).

Then call the test site on the day of the test to be sure there have been no changes.

REQUIREMENTS 8

- E. Set your schedule so you are at the test facility at least 1 hour before the carrier is expected to pull down the case. If you arrive too close to pull down time, the carrier may become anxious about leaving for the street and the data collection process may suffer as a result.
- F. This test requires the data collector to:
 - 1. Identify Stops on the test route with the assistance of the carrier;
 - 2. Select about 10 percent of the Stops for testing;
 - 3. Count and record, by class, subclass and shape, the number of pieces to be delivered at each selected Stop.

VI. HOW TO HANDLE CONFLICTS WITH OTHER TESTS, NO DELIVERY, ETC.

- A. A City Carrier Route Test (Form 2858C) is scheduled for the same day as an ODIS (CODES) or RPW (CODES):

Both the ODIS and/or RPW and City Carrier Route tests must be conducted.

(The ODIS and RPW tests are conducted before the mail is cased, and the City Carrier Route Test is conducted after the mail is cased. Therefore, the conflict is minimal.)

- B. A City Carrier test is scheduled for the same day as a Route Inspection or Route Evaluation:

The City Carrier test must be rescheduled. (Use the rules for rescheduling City Carrier tests on page 139.)

- C. No delivery on the street will be made for the tested route because of severe weather:

Write NO DELIVERY THIS DATE in the "Comments" section on page 1 of the test booklet (Form 2858C) and STOP. Send the Form 2858C to your MSC. The MSC will, in turn, send the Form 2858C to Jeffersonville, IN. Do not reschedule the canceled test.

- D. Early delivery of mail from a carrier's route which is not cased at the carrier's case is not included in the mail count:

CONFLICTS, NO DELIVERY, ETC. 10

This mail is not part of the mail delivered on the test day and is not to be included in the test.

Example: A building on the tested route has arranged with the Postal Service for early delivery of mail. Another Postal employee picks up the mail at 6 or 7 AM, takes it to the building, cases and delivers it. Mail for that building is not part of the carrier's route for this test.

- E. Alphanumeric Sort involves a process where carriers or clerks sort the mail for several routes at once:

Determine whether there is someone available who knows the tested route. If not, call the RCC.

VII. PREPARING FOR THE TEST

A. Materials Needed:

1. Prepare Book Number 1 and a sufficient number of PS Forms 2858C, City Carrier Route Test (8 to 10).
NOTE: Each form has space to record data for 9 Stops.
2. Include the most recent Postal Rate Chart in your packet.
3. Take along a sufficient number of Sample Stop Markers, Number 2 pencils and paper.
4. Include a Frame Listing to record changes in Route Number, Route Type, CAG, Finance Number and other route information.
5. Also include City Carrier Route Test Instructions and the IOCS Mail Classification Handbook (F-46) in your packet.
6. Take the 2858C Multi-delivery Stop Worksheet (Optional) and 2858C-MD with you.
7. Also include an "Automation Compatible Template" to measure borderline pieces of mail.
8. Finally, take along some cardboard to place between the even numbered page on which you are recording data and the even numbered page preceding it. (See page 16).

B. Tasks to be completed prior to test:

1. (Optional) When the list of tests to be conducted during the next postal quarter is received, send letters to postmasters at test sites advising them of scheduled test dates. A sample letter is in Appendix J.
2. Paste the yellow label 34C in the upper left-hand corner of a blank test booklet (PS Form 2858C). In Item 103, "Book No.", mark 01.
3. Fill in as much as possible on page 1 of book 1. (Test ID, Test Date, Pay Period, and Book No. = 01) See page 15 for instructions.
4. Record the Stop No. for the first Stop to be tested in Item 1, page 2 of book 1 (the book which contains the yellow pre-printed Label 34C).

The FIRST Stop is the LAST DIGIT of the Test ID.

Example: Test ID is 061254; the first Stop for which you will count mail is the carrier's 4th Stop. Record as: 0004.

5. A day or so before the scheduled test date, call the facility to find out when the carrier starts to pull down the case. Write the carrier's name and the estimated start time in the blank space to the right of the Label 34C.
6. Call the facility again on the test date to make certain you will be able to conduct the test.

VIII. TEST SITE PROCEDURES

- A. Introduce yourself to the delivery supervisor or station manager and ask to be introduced to the carrier. Tell both carrier and supervisor that you are there to conduct a City Carrier Route Test, and that the test is to be completed right after the carrier cases the mail to be delivered that day.
- B. Show the carrier the test form

The carrier may be concerned that the test is collecting information on him, rather than on the route. Be sure to explain that these tests will NOT be used to establish work standards or to measure carrier performance.

- C. Mail to Be Counted

All Mail which the carrier will be delivering on the street that day must be counted. Ask the carrier not to pull down any of the case before the test and, if possible, to hold on to mail which will be relayed to the street.

Note: The carrier frequently cannot hold back relays. Ask him to let you know whenever mail for a tested Stop was relayed to the street.

Mail which the selected carrier delivers for another carrier on a regular basis must be counted; mail which another carrier regularly delivers for this route is not counted. (See Appendix F.)

D. Firm Holdouts, Customer Pick Up

Tell the carrier that firm holdouts, or mail which the customer picks up, are not included in the mail count because the carrier does not deliver it.

E. When to Assemble All Mail To Be Tested

If the carrier will be delivering parcels and/or accountables that day, they may affect the number of possible Stops on the route. Ask the carrier to assemble all of the mail to be delivered before the Stops are counted.

F. Mail Which must be at the Carrier Case

All mail which will be delivered by the carrier on the test day must be at the carrier case before you begin counting and recording the mail for each tested Stop.

Ask the carrier to gather:

1. Mail for the test route misdirected to other cases
2. Accountable pieces (e.g., registered, certified) to be delivered on the test day
3. Postage due pieces
4. Special delivery pieces (handled as accountable mail)
5. Parcels to be delivered on the test day

6. Carrier route sequence bundles to be delivered that day
7. Directs (sacks, bundles, or trays made up by mail processing for delivery on the street by the carrier)
8. Mail delivered on a regular basis for another carrier.

DO NOT MISS HOT CASE MAIL.

G. Parcels Delivered by the Carrier

If the route to be tested is a route where parcels are delivered by the carrier, you must locate the parcels and list the name, address, and mail piece information for each parcel. Parcels must then be included in mail counts for tested Stops.

When counting Stops, include those Stops where parcels are delivered (even if the carrier does not deliver letters or flats to that Stop).

While you wait for the carrier to finish casing the mail the time should be used to locate any parcels to be delivered on the test day and list the name, address, and mail piece information for parcels.

When recording mail for test Stops, check the list of parcels rather than sort through the parcels during the test. This method will prevent unnecessary delays.

H. Case is Pulled Down More than Once

If the case is pulled down more than once, determine which Stops are to be tested, mark them, and count the mail for those Stops. Each time the carrier pulls down the case, count the mail for the tested Stops; and, each time the mail for a tested Stop is counted, add the totals to the previous totals for the Stop. Repeat this procedure as often as necessary to complete the mail count for each tested Stop.

IX. TESTING THE ROUTE

A. Books (Forms 2858C) Needed to Complete a Route Test

1. The first book to be used is the Form 2858C (book) on which the Label 34C has been pasted. It is Book No. 1.

Make sure Item 103, "Book No." is marked "01."

ONLY BOOK NO. 1 WILL HAVE A YELLOW LABEL 34C pasted in the upper left hand corner. Do not use a label on supplementary books. Blank Labels 34C are to be used only to make a new label for a rescheduled test.

2. Data for 9 Stops may be recorded in each test book. You will need more than one book (Form 2858C) to record data for all of the tested Stops on a route. These additional books will not have a Label 34C.

While waiting for the carrier to case the mail, prepare as many books as you think you will need. Using a blank book (Form 2858C), fill in only the Test Date, Pay Period and Test ID. (Complete instructions for filling out page 1 of supplemental Form(s) 2858C (Books 2, 3, 4, etc.) are on page 44).

B. Recording the Data

1. Use only a Number 2 pencil to fill out the form.
Cover all zeroes/numbers completely. Right justify numbers, filling in leading zeroes where necessary.

2. If you are not familiar with the way data are recorded on FOSDIC forms, read Appendix E.
3. Copy the last digit of the Test ID (Label 34C, book 1, page 1) to Item 1, "Stop No." on book 1, page 2. Zero fill and right justify.
4. Make sure all mail to be delivered that day is at the case: accountables, parcels, carrier route presort bundles, directs, mail from another route that is delivered (on a regular basis) by the carrier on the tested route, and Express Mail.
5. If mail or directs is held out in another area, ask the carrier to count the Stops on the route before he cases the mail. As the carrier is casing the mail, make a note of the addresses for the tested Stops, go to the holdout area, and count and record the directs for each tested Stop.
6. When the carrier has finished casing the mail, begin the test by completing page 1 of book 1.
7. BE SURE TO INSERT THE CARDBOARD THAT HAS BEEN PROVIDED BETWEEN THE EVEN NUMBERED PAGE ON WHICH YOU ARE RECORDING DATA AND THE EVEN NUMBERED PAGE IMMEDIATELY PRECEDING THE PAGE WHICH IS BEING USED. THIS WILL PREVENT MARKINGS ON PAGE 2 FROM "BLEEDING" OR "SMUDGING" ON TO PAGE 3 AS YOU MARK PAGE 4; PAGE 4 FROM "BLEEDING" OR "SMUDGING" ON TO PAGE 5 AS YOU MARK PAGE 6; ETC. USE THIS TECHNIQUE THROUGHOUT THE TEST. THE USE OF THE CARDBOARD IS NECESSARY TO IMPROVE THE QUALITY OF THE DATA BEING RECEIVED.

X. Form 2858C CARRIER COST SYSTEM, CITY CARRIER ROUTE TEST
 U. S. POSTAL SERVICE/CITY CARRIER COST SYSTEM QUESTIONNAIRE - FY 1990

AFFIX LABEL



CARRIER COST SYSTEM

CITY CARRIER ROUTE TEST

MUST BE FILLED IN FOR EVERY TEST BOOK

101. TEST Date			102. Pay Period	103. Book No.	104. Total No. of Books	105. TEST I.D.
Month	Day	Year				
☐ Jan ☐ Jul	☐ 1 ☐ 2	1989	☐ 0 ☐ 1	☐ 0 ☐ 1	☐ 0 ☐ 1	☐ 0 ☐ 0 ☐ 0 ☐ 0
☐ Feb ☐ Aug	☐ 1 ☐ 2	☐ 9 ☐ 0	☐ 1 ☐ 2	☐ 1 ☐ 2	☐ 1 ☐ 2	☐ 1 ☐ 1 ☐ 1 ☐ 1
☐ Mar ☐ Sep	☐ 3 ☐ 4	1990	☐ 3 ☐ 4	☐ 3 ☐ 4	☐ 3 ☐ 4	☐ 3 ☐ 3 ☐ 3 ☐ 3
☐ Apr ☐ Oct	☐ 5 ☐ 6	☐ 0 ☐ 1	☐ 5 ☐ 6	☐ 5 ☐ 6	☐ 5 ☐ 6	☐ 5 ☐ 5 ☐ 5 ☐ 5
☐ May ☐ Nov	☐ 7 ☐ 8	☐ 0 ☐ 1	☐ 7 ☐ 8	☐ 7 ☐ 8	☐ 7 ☐ 8	☐ 7 ☐ 7 ☐ 7 ☐ 7
☐ Jun ☐ Dec	☐ 9 ☐ 0	☐ 0 ☐ 1	☐ 9 ☐ 0	☐ 9 ☐ 0	☐ 9 ☐ 0	☐ 9 ☐ 9 ☐ 9 ☐ 9

ROUTE INFORMATION

106. Current Route Type	If Current Route Type is NOT listed below, Complete Page 1 and STOP				107. Number of Parts on Route	108. ZIP Code on Test Route	109. If Yes To A or B Complete Page 1 Then STOP
	BUSINESS	RESIDENTIAL	MIXED				
☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9	1500 1-Trip Foot Reg. 1502 1-Trip Motorized Reg. 1504 2-Trip Foot Reg. 1506 2-Trip Motorized Reg. 1551 1-Trip Foot Aux. 1552 1-Trip Motorized Aux. 1553 2-Trip Foot Aux. 1554 2-Trip Motorized Aux.	1720 2-Man Foot Reg. 1730 3-Man Foot Reg. 1740 4-Man Foot Reg. 1750 5-or More Foot Reg.	1540 Foot Reg. 1560 Park & Loop Reg. 1562 Curb Reg. 1567 Foot Aux. 1571 Park & Loop Aux. 1573 Curb Aux. 1770 2-Man Foot Reg. 1780 3-Man Foot Reg. 1790 4-Man Foot Reg.	1620 Foot Reg. 1640 Park & Loop 1642 Curb Reg. 1559 Foot Aux. 1575 Park & Loop Aux. 1577 Curb Aux. 1810 2-Man Foot Reg. 1820 3-Man Foot Reg. 1830 4-Man Foot Reg. 1840 5-or More Foot Reg.	☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9	☐ 0 ☐ 0 ☐ 0 ☐ 0 ☐ 0 ☐ 0 ☐ 0 ☐ 0 ☐ 0	A. VIM Route? ☐ Yes B. Van Route? ☐ Yes

110. Rescheduled	111. Trip No. of Tested Trip	112. No. of Possible Stops on Route	113. No. of Possible Deliveries on Route	114. No. of Saturation Mailings	115. Time Used by CARRIER to Take Test	116. Carrier O. T. or Aux. Help on Test Date	117. Time Used by DATA COLLECTOR to Take Test and Complete Forms (Include Travel)
A. Is this Test to be Rescheduled ☐ Yes If Yes Complete Page 1 and STOP. B. Is this a Rescheduled Test ☐ Yes	1 2	☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9	☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9	No. 2nd 3rd 3rd 4th ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4	H M O U I I I I 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9	H M O U I I I I 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9	H M O U I I I I 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9

Complete Only if Different from Label			121. FACILITY NAME	123. CODE NUMBER	124. Comments
118. Finance No.	119. CAG	120. Route No.		DATA COLLECTOR	
☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9	A B C D E F G H J	☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9		☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9	
			AREA CODE: ()		
			WORK PHONE:		
			WARNING: KNOWINGLY PROVIDING FALSE OR MISLEADING INFORMATION MAY RESULT IN CIVIL OR CRIMINAL PROSECUTION.		

MAIL COUNT FOR STOP				ADDRESS:			
1. Stop	2. Possible Business Deliveries (If None, Mark Here) → ☐	3. Business Deliveries with Mail (If None, Mark Here) → ☐	4. Possible Residential Deliveries (If None, Mark Here) → ☐	5. Residential Deliveries with Mail (If None, Mark Here) → ☐			
	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9			
6. No Mail for This Stop ☐	8. If Multi-Delivery Stop (Mark Only One)			9. If Business Stop (Mark Only One)			
7. Mail Relayed to Street ☐	☐ (A) Neighborhood Delivery and Collection Box Unit ☐ (B) Delivery/Postal Center ☐ (C) Office/Apt. Bldg. Mail Recept., Front Loaded ☐ (D) Office/Apt. Bldg. Mail Recept., Rear Loaded ☐ (E) Curbside Boxes ☐ (F) 2, 3, 4 Family House ☐ (G) Other (Specify)			☐ (A) Financial, Insurance or Real Estate ☐ (B) Manufacturing, Construction, Farming ☐ (C) Transportation or Utilities ☐ (D) Services ☐ (E) Wholesale/Retail (Include Restaurants) ☐ (F) Other (Specify)			
				Comments → ☐			
First Class							
Nonaccountable Mail	Letter Cased Mail	Flat Cased Mail	Parcels	Nonaccountable Mail	Letter Cased Mail	Flat Cased Mail	Parcels
First Class	0 0 0 0	0 0 0 0	0 0 0 0	First Class	0 0 0 0	0 0 0 0	0 0 0 0
Single Piece (F N)	1 1 1 1	1 1 1 1	1 1 1 1	Private Mailing Card (Single Piece)	1 1 1 1	1 1 1 1	1 1 1 1
L-	2 2 2 2	2 2 2 2	2 2 2 2		2 2 2 2	2 2 2 2	2 2 2 2
F-	3 3 3 3	3 3 3 3	3 3 3 3		3 3 3 3	3 3 3 3	3 3 3 3
P-	4 4 4 4	4 4 4 4	4 4 4 4		4 4 4 4	4 4 4 4	4 4 4 4
	5 5 5 5	5 5 5 5	5 5 5 5		5 5 5 5	5 5 5 5	5 5 5 5
	6 6 6 6	6 6 6 6	6 6 6 6		6 6 6 6	6 6 6 6	6 6 6 6
	7 7 7 7	7 7 7 7	7 7 7 7		7 7 7 7	7 7 7 7	7 7 7 7
	8 8 8 8	8 8 8 8	8 8 8 8		8 8 8 8	8 8 8 8	8 8 8 8
	9 9 9 9	9 9 9 9	9 9 9 9		9 9 9 9	9 9 9 9	9 9 9 9
Presorted (F P)	0 0 0 0	0 0 0 0	0 0 0 0	Private Mailing Card Presorted	0 0 0 0	0 0 0 0	0 0 0 0
L-	1 1 1 1	1 1 1 1	1 1 1 1		1 1 1 1	1 1 1 1	1 1 1 1
F-	2 2 2 2	2 2 2 2	2 2 2 2		2 2 2 2	2 2 2 2	2 2 2 2
P-	3 3 3 3	3 3 3 3	3 3 3 3		3 3 3 3	3 3 3 3	3 3 3 3
	4 4 4 4	4 4 4 4	4 4 4 4		4 4 4 4	4 4 4 4	4 4 4 4
	5 5 5 5	5 5 5 5	5 5 5 5		5 5 5 5	5 5 5 5	5 5 5 5
	6 6 6 6	6 6 6 6	6 6 6 6		6 6 6 6	6 6 6 6	6 6 6 6
	7 7 7 7	7 7 7 7	7 7 7 7		7 7 7 7	7 7 7 7	7 7 7 7
	8 8 8 8	8 8 8 8	8 8 8 8		8 8 8 8	8 8 8 8	8 8 8 8
	9 9 9 9	9 9 9 9	9 9 9 9		9 9 9 9	9 9 9 9	9 9 9 9
CAR-RT Presort (C P)	0 0 0 0	0 0 0 0	0 0 0 0	Private Mailing Card CAR-RT Presort	0 0 0 0	0 0 0 0	0 0 0 0
L-	1 1 1 1	1 1 1 1	1 1 1 1		1 1 1 1	1 1 1 1	1 1 1 1
F-	2 2 2 2	2 2 2 2	2 2 2 2		2 2 2 2	2 2 2 2	2 2 2 2
P-	3 3 3 3	3 3 3 3	3 3 3 3		3 3 3 3	3 3 3 3	3 3 3 3
	4 4 4 4	4 4 4 4	4 4 4 4		4 4 4 4	4 4 4 4	4 4 4 4
	5 5 5 5	5 5 5 5	5 5 5 5		5 5 5 5	5 5 5 5	5 5 5 5
	6 6 6 6	6 6 6 6	6 6 6 6		6 6 6 6	6 6 6 6	6 6 6 6
	7 7 7 7	7 7 7 7	7 7 7 7		7 7 7 7	7 7 7 7	7 7 7 7
	8 8 8 8	8 8 8 8	8 8 8 8		8 8 8 8	8 8 8 8	8 8 8 8
	9 9 9 9	9 9 9 9	9 9 9 9		9 9 9 9	9 9 9 9	9 9 9 9
ZIP + 4 Exclude ZIP + 4 Presort (Z P) (Z P)	0 0 0 0	0 0 0 0	0 0 0 0	Private Mailing Card ZIP + 4 Exclude ZIP + 4 Presort	0 0 0 0	0 0 0 0	0 0 0 0
L-	1 1 1 1	1 1 1 1	1 1 1 1		1 1 1 1	1 1 1 1	1 1 1 1
F-	2 2 2 2	2 2 2 2	2 2 2 2		2 2 2 2	2 2 2 2	2 2 2 2
P-	3 3 3 3	3 3 3 3	3 3 3 3		3 3 3 3	3 3 3 3	3 3 3 3
	4 4 4 4	4 4 4 4	4 4 4 4		4 4 4 4	4 4 4 4	4 4 4 4
	5 5 5 5	5 5 5 5	5 5 5 5		5 5 5 5	5 5 5 5	5 5 5 5
	6 6 6 6	6 6 6 6	6 6 6 6		6 6 6 6	6 6 6 6	6 6 6 6
	7 7 7 7	7 7 7 7	7 7 7 7		7 7 7 7	7 7 7 7	7 7 7 7
	8 8 8 8	8 8 8 8	8 8 8 8		8 8 8 8	8 8 8 8	8 8 8 8
	9 9 9 9	9 9 9 9	9 9 9 9		9 9 9 9	9 9 9 9	9 9 9 9
				EXPRESS MAIL			
Nonaccountable Mail	Letter Cased Mail	Flat Cased Mail	Parcels	Nonaccountable Mail	Letter Cased Mail	Flat Cased Mail	Parcels
EXPRESS	0 0 0 0	0 0 0 0	0 0 0 0	EXPRESS	0 0 0 0	0 0 0 0	0 0 0 0
L-	1 1 1 1	1 1 1 1	1 1 1 1		1 1 1 1	1 1 1 1	1 1 1 1
F-	2 2 2 2	2 2 2 2	2 2 2 2		2 2 2 2	2 2 2 2	2 2 2 2
P-	3 3 3 3	3 3 3 3	3 3 3 3		3 3 3 3	3 3 3 3	3 3 3 3
	4 4 4 4	4 4 4 4	4 4 4 4		4 4 4 4	4 4 4 4	4 4 4 4
	5 5 5 5	5 5 5 5	5 5 5 5		5 5 5 5	5 5 5 5	5 5 5 5
	6 6 6 6	6 6 6 6	6 6 6 6		6 6 6 6	6 6 6 6	6 6 6 6
	7 7 7 7	7 7 7 7	7 7 7 7		7 7 7 7	7 7 7 7	7 7 7 7
	8 8 8 8	8 8 8 8	8 8 8 8		8 8 8 8	8 8 8 8	8 8 8 8
	9 9 9 9	9 9 9 9	9 9 9 9		9 9 9 9	9 9 9 9	9 9 9 9
				Second Class			
Nonaccountable Mail	Letter Cased Mail	Flat Cased Mail	Parcels	Nonaccountable Mail	Letter Cased Mail	Flat Cased Mail	Parcels
SECOND CLASS	0 0 0 0	0 0 0 0	0 0 0 0	SECOND CLASS	0 0 0 0	0 0 0 0	0 0 0 0
L-	1 1 1 1	1 1 1 1	1 1 1 1		1 1 1 1	1 1 1 1	1 1 1 1
F-	2 2 2 2	2 2 2 2	2 2 2 2		2 2 2 2	2 2 2 2	2 2 2 2
P-	3 3 3 3	3 3 3 3	3 3 3 3		3 3 3 3	3 3 3 3	3 3 3 3
	4 4 4 4	4 4 4 4	4 4 4 4		4 4 4 4	4 4 4 4	4 4 4 4
	5 5 5 5	5 5 5 5	5 5 5 5		5 5 5 5	5 5 5 5	5 5 5 5
	6 6 6 6	6 6 6 6	6 6 6 6		6 6 6 6	6 6 6 6	6 6 6 6
	7 7 7 7	7 7 7 7	7 7 7 7		7 7 7 7	7 7 7 7	7 7 7 7
	8 8 8 8	8 8 8 8	8 8 8 8		8 8 8 8	8 8 8 8	8 8 8 8
	9 9 9 9	9 9 9 9	9 9 9 9		9 9 9 9	9 9 9 9	9 9 9 9

Rules for Marking Items 8 and 9 (Mail Count for Stop)

1. Single Delivery Business Stop:

Item 2 = 1 and Item 4 = 0;
Complete Item 9.

2. Single Delivery Residential Stop:

Item 2 = 0 and Item 4 = 1;
Do not complete either Item 8 or Item 9.

3. Multi-delivery Business Stop:

Item 2 = more than 1; Item 4 = 0.
Complete Item 8 and Item 9.

4. Multi-delivery Residential Stop:

Item 4 = more than 1; Item 2 = 0.
Complete Item 8.

5. Mixed Stop:

Item 2 plus Item 4 = more than 1; neither = 0.
Complete Item 8.

Rules for Marking Items 8 and 9 (Mail Count for Stop)

PART OF ROUTE TO BE TESTED ON MULTI-CARRIER ROUTES

To use this table:

1. Read down the left column to find the day of the month.
2. Read across the "day of the month" row to that column which corresponds to the number of parts in the route.
3. The number found by following the instructions in 1 and 2 indicates which part of the route to test. For example, if a route with six parts were being tested on the 10th of the month, its fourth part would be tested. If the same route were being tested on the 20th of the month, its second part would be tested.

DAY OF MONTH	NUMBER OF PARTS IN ROUTE									
	2	3	4	5	6	7	8	9	10	
1	1	1	1	1	1	1	1	1	1	
2	2	2	2	2	2	2	2	2	2	
3	1	3	3	3	3	3	3	3	3	
4	2	1	4	4	4	4	4	4	4	
5	1	2	1	5	5	5	5	5	5	
6	2	3	2	1	6	6	6	6	6	
7	1	1	3	2	1	7	7	7	7	
8	2	2	4	3	2	1	8	8	8	
9	1	3	1	4	3	2	1	9	9	
10	2	1	2	5	4	3	2	1	10	
11	1	2	3	1	5	4	3	2	1	
12	2	3	4	2	6	5	4	3	2	
13	1	1	1	3	1	6	5	4	3	
14	2	2	2	4	2	7	6	5	4	
15	1	3	3	5	3	1	7	6	5	
16	2	1	4	1	4	2	8	7	6	
17	1	2	1	2	5	3	1	8	7	
18	2	3	2	3	6	4	2	9	8	
19	1	1	3	4	1	5	3	1	9	
20	2	2	4	5	2	6	4	2	10	
21	1	3	1	1	3	7	5	3	1	
22	2	1	2	2	4	1	6	4	2	
23	1	2	3	3	5	2	7	5	3	
24	2	3	4	4	6	3	8	6	4	
25	1	1	1	5	1	4	1	7	5	
26	2	2	2	1	2	5	2	8	6	
27	1	3	3	2	3	6	3	9	7	
28	2	1	4	3	4	7	4	1	8	
29	1	2	1	4	5	1	5	2	9	
30	2	3	2	5	6	2	6	3	10	
31	1	1	3	1	1	3	7	4	1	

The preceding four pages are sample pages from Form 2858C. The Form 2858C contains 20 pages; pages 1 and 20 are unique. Pages 2 and 3 form the "Mail Count For Stop" pages. Additional Mail Count For Stop pages: pages 4 and 5; 6 and 7;... through 18 and 19, are replicas of pages 2 and 3.

XI. INSTRUCTIONS FOR COMPLETING PAGE 1 OF BOOK 1

- A. COMPLETE ITEMS 101, 102, 103 THROUGH 106, 117, AND 121 THROUGH 123 OF PAGE 1, BOOK NUMBER 1 FOR ALL TESTED ROUTES.
- B. COMPLETE ITEMS 107 THROUGH 116 AS APPROPRIATE.
- C. COMPLETE ITEMS 118 THROUGH 120 ONLY IF THE ACTUAL FINANCE NUMBER, CAG AND/OR ROUTE NUMBER OF THE TESTED ROUTE IS DIFFERENT FROM THE ONE(S) PRINTED ON LABEL 34C.

Note: INSTRUCTIONS FOR COMPLETING PAGE 1 OF SUPPLEMENTARY BOOKS CAN BE FOUND ON PAGE 48.

D. HOW TO COMPLETE THE ITEMS ON BOOK 1 PAGE 1

1. Item 101. Test Date.

Enter the date on which you complete, or attempt to complete, the test. Mark the date in all books used.

If, for example, you attempt to test route 18269 on February 14, 1990, Mark Item 101 as follows:

101. TEST Date			Day	Year
Month				
☐ Jan	☐ Jul	☐ 0	☐ 0	1989
☒ Feb	☐ Aug	☒ 1	☐ 0	
☐ Mar	☐ Sep	☐ 2	☐ 2	1990
☐ Apr	☐ Oct	☐ 3	☒ 3	
☐ May	☐ Nov	☐ 4	☒ 4	
☐ Jun	☐ Dec	☐ 5	☐ 5	

2. Item 102. Pay Period.

Fill in the number (01 through 26, as appropriate) of the pay period in which the Test Date occurs. Mark the pay period in all books used.

For example, the Test Date is February 14, 1990; therefore, it is in pay period 5. Complete Item 102 as follows:

102. Pay Period	
☒	0
☐	1
☐	2
☐	3
☐	4
☒	5
☐	6
☐	7
☐	8
☐	9

3. Item 103. Book Number.

On page 1 of book 1, mark Item 103: 01.

(On page 1 of book 2, mark Item 103: 02 and so on for remaining books.)

103. Book No.	
☒	0
☐	1
☐	2
☐	3
☐	4
☐	5
☐	6
☐	7
☐	8
☐	9

4. Item 104. Total Number of Books.

Leave this item blank until the test is completed.

When the test has been completed, enter in Item 104 of each book used, the total number of books needed to complete the test.

Example: Six books were required to test Route 11928.

Fill in Item 104 of all books as follows:

104. Total No. of Books	
☒	0
☐	1
☐	2
☐	3
☐	4
☐	5
☒	6
☐	7
☐	8
☐	9

5. Item 105. Test ID.

Get the Test ID from Label 34C in the upper left-hand corner of book 1, and mark it in Item 105. Mark the Test ID number in all books used.

Be sure the number in Item 105 is exactly the same as that on the Label 34C.

Example: Test ID is 120654. Fill in Item 105 as follows:

105. TEST I. D.									
0	0	0	0	0	0				
1	1	1	1	1	1				
2	2	2	2	2	2				
3	3	3	3	3	3				
4	4	4	4	4	4				
5	5	5	5	5	5				
6	6	6	6	6	6				
7	7	7	7	7	7				
8	8	8	8	8	8				
9	9	9	9	9	9				

6. Item 106. Current Route Type.

Ask the carrier for verification of the Current Route Type, and enter the correct code in Item 106.

106. Current Route Type			
0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

- a. If the route no longer exists, zero fill Item 106 and write 'No longer exists' in Item 124, "Comments" on page 1 of the Form 2858C.
- b. If the Route Type has changed:
 - o Check Finance No., CAG and Route No.
 - o Complete Form 1442 and notify MSC Statistical Programs Unit.

Example: Route 10632, Route Type 1500, has been combined with another route which is Route type 1502. Fill in Item 106 as follows:

Note: What else should you do? Verify Frame Listing.

106. Current Route Type	
0	0 0 0
1	1 1 1
2	2 2 2
3	3 3 3
4	4 4 4
5	5 5 5
6	6 6 6
7	7 7 7
8	8 8 8
9	9 9 9

7. The City Carrier Route Test will be completed only for the Current Route Types listed in the Table beside Item 106. Using this Current Route Type Table, determine whether the Current Route Type entered in Item 106 is to be tested.

If Current Route Type is NOT listed below, Complete Page 1 and STOP

BUSINESS		RESIDENTIAL		MIXED		
1500	1-Trip Foot Reg.	1720	2-Man Foot Reg.	1540	Foot Reg.	
1502	1-Trip Motorized Reg.	1730	3-Man Foot Reg.	1560	Park & Loop Reg.	
1504	2-Trip Foot Reg.	1740	4-Man Foot Reg.	1562	Curb Reg.	
1506	2-Trip Motorized Reg.	1750	5- or More Foot Reg.	1557	Foot Aux.	
1551	1-Trip Foot Aux.			1571	Park & Loop Aux.	
1552	1-Trip Motorized Aux.			1573	Curb Aux.	
1553	2-Trip Foot Aux.			1770	2-Man Foot Reg.	
1554	2-Trip Motorized Aux.			1780	3-Man Foot Reg.	
				1790	4-Man Foot Reg.	
					1820	3-Man Foot Reg.
					1830	4-Man Foot Reg.
					1840	5- or More Foot Reg.

a. If the Current Route Type entered in Item 106 is not listed, complete Items 117 and 121 through 124 on page 1 and STOP.

(1) Write your reason for not completing the test in Item 124, "Comments," on page 1.

(2) Send the Form 2858C to your MSC.

b. If the Current Route Type entered in Item 106 is listed, continue with the test.

8. Item 107. Number of Parts on Route.

COMPLETE FOR ALL ROUTES. Ask the carrier how many parts (carriers) the route has.

Note: Routes having a Current Route Type code between 1500 and 1642 are usually single carrier routes. Routes having a Current Route Type Code of 1700 through 1800 are usually multi-carrier routes.

For single carrier routes, mark Item 107: "01."

If the route is a multi-carrier route, mark the total number of parts on the route in Item 107.

Examples:

Single carrier route

107. Number of Parts on Route	
☒	0
☐	1
☐	2
☐	3
☐	4
☐	5
☐	6
☐	7
☐	8
☐	9

4 carrier route

107. Number of Parts on Route	
☒	0
☐	1
☐	2
☐	3
☐	4
☐	5
☐	6
☐	7
☐	8
☐	9

9. Determining Which Part of a Multi-Carrier Route to Test.

Use Table 1, on the back page (page 20) of Form 2858C, to determine which part of a multi-carrier route is to be tested. Provide information only for the tested part.

Example: On March 21, a 5-carrier route is being tested. According to Table 1, Part 1 of the multi-carrier route is to be tested. Supply information only for Part 1.

Note: A copy of Table 1 may be found in Appendix A.

10. Item 108. ZIP Code on Test Route.

108. ZIP Code on Test Route				
0	0	0	0	0
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9

Mark the test route's 5-digit ZIP Code.

The ZIP code on the test route may or may not be the same as the station's ZIP Code. Check with the carrier, then enter the correct ZIP Code.

Note: If the tested route has more than one ZIP Code, use the ZIP Code which would be used in ODIS Sample selection or the ODIS frame listing.

Example: The carrier is casing his route at a station with a ZIP Code of 22306. However, his route has a ZIP Code of 22308; therefore, complete Item 108 as follows:

108. ZIP Code on Test Route				
0	0	0	●	0
1	1	1	1	1
●	●	2	2	2
3	3	●	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	●
9	9	9	9	9

11. Item 109. VIM or VAN Routes.

109. If Yes To A or B
Complete Page 1
Then STOP

A. VIM Route?

☐ Yes

B. Van Route?

☐ Yes

- a. VIM routes, or VIM rooms, and VAN routes are not to be tested in this system.
- b. If the route is a VIM route (Item 109A):
 - (1) Mark "yes" in Item 109A.
 - (2) Complete Item 117 and Items 121 through 124 (In Item 124 write "VIM route") and STOP.
 - (3) Send the Form 2858C to your MSC.
- c. If the route is a VAN route (Item 109B):
 - (1) Mark "yes" in Item 109B.
 - (2) Complete Item 117 and Items 121 through 124 (In Item 124 write "VAN route") and STOP.
 - (3) Send the Form 2858C to your MSC.

VIM ROUTE

109. If Yes To A or B
Complete Page 1
Then STOP

A. VIM Route?

☒ Yes

B. Van Route?

☐ Yes

VAN ROUTE

109. If Yes To A or B
Complete Page 1
Then STOP

A. VIM Route?

☐ Yes

B. Van Route?

☒ Yes

Note: "Pairing" - Two carriers using the same vehicle to get to their routes -- does not make the tested route a VAN route. DO THE TEST.

12. Item 110. Rescheduled Tests.

CALL THE RCC OFFICE BEFORE RESCHEDULING ANY TEST.

a. A test should be rescheduled if:

- (1) A route scheduled to be tested on Saturday does not operate on Saturday.
- (2) Neither the test route's regular carrier nor a T-6 who is familiar with the route is available on the test day.
- (3) The tested route is scheduled for a route inspection on the scheduled test day.

110. Rescheduled
A. Is this Test to be Rescheduled
☐ Yes
<i>If Yes Complete Page 1 and STOP.</i>
B. Is this a Rescheduled Test
☐ Yes

b. Item 110A. Is this test to be rescheduled?

(1) If yes, complete Items 117 through 124 on page 1 and STOP. Give the reason for rescheduling in Item 124.

(2) If no, go to Item 110B.

Item 110B. Is this a rescheduled test?

(1) If yes, mark the bullet and go to Item 111.

(2) If no, leave Item 110B blank and go to Item 111.

c. Completing Item 110 on Rescheduled Tests:

(1) If the rescheduled test can be completed, mark Item 110B, "Yes." Complete the test.

(2) If a rescheduled test must again be rescheduled, mark both 110A and 110B "Yes."

Example: The route test was rescheduled from last week to this week. But you cannot take the rescheduled test during the current week. Here's how you would mark Item 110A and B:

110. Rescheduled

A. Is this Test to be Rescheduled

☒ Yes

If Yes Complete Page 1 and STOP.

☐

B. Is this a Rescheduled Test

☒ Yes

Note: If a test must again be rescheduled, you must complete a new Label 34C and affix it to a blank Form 2858C.

d. IF A TEST MUST BE RESCHEDULED:

ITEM 110A is marked "Yes."

ITEMS 117 and 121 through 124 have been completed.

- (1) Check the Rules for Rescheduling, which are found in Appendix H.
- (2) Prepare a new test form using the information given in APPENDIX I: RESCHEDULED TEST PREPARATION.
- (3) Place the newly prepared form with the test forms for the next week. Send the original Form 2858C, with the Original Label 34C, to Jeffersonville, IN (See Page 4).

13. Item 111. Trip Number of Tested Trip.

111. Trip No. of
Tested Trip
(Multi-Trip
Route Only)

1

2

- a. This item should be left blank unless the route operates as a two-trip route on the test date.

Note: If a two-trip route is operating as a one-trip route on the test date, test that trip and leave Item 111 blank. Note the change in the "comments".

b. Rules for testing two-trip routes:

- (1) If the two-trip route has an odd-numbered test date (e.g., 1, 17, or 23), test trip 1.
- (2) If the two-trip route has an even-numbered test date (e.g., 2 or 30), test trip 2.

When recording information for the route, use only information from the tested part of the route.

Example: Trip two for the tested route is the one being tested:

Trip one has 143 Stops; trip two has 168 Stops.

Sample and record data only from trip two, which has 168 Stops.

c. Examples:

One-Trip Route

Two-Trip Route
Operating
as One-Trip Route

111. Trip No. of Tested Trip (Multi-Trip Route Only) 1 2

111. Trip No. of Tested Trip (Multi-Trip Route Only) ● 2

For a two-trip route where the second trip is tested,
Items 111 and 112 are completed as follows:

A two-trip Route: trip 1 has 143 Stops;
trip two has 168 Stops.
Test date is April 14.

Item 111
Trip Tested

Item 112
No. of Possible Stops

111. Trip No. of Tested Trip (Multi-Trip Route Only)	112. No. of Possible Stops on Route
1	● ○ ○ ○
●	1 ● 1 1
	2 2 2 2
	3 3 3 3
	4 4 4 4
	5 5 5 5
	6 6 ● 6
	7 7 7 7
	8 8 8 ●
	9 9 9 9

14. Item 112. Number of Possible Stops on Route.

Enter the number of possible Stops on the tested route at the end of the route test.

When a test is rescheduled or cancelled, do not mark Item 112.

112. No. of Possible Stops on Route			
0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

How to complete Item 112, the Number of Possible Stops.

- After the number of Stops to be tested has been determined, count the number of Stops after the last tested Stop. (The number will be less than 10).
- Add the number of Stops remaining to the Stop number for the last tested Stop.
- The total will be the number of possible Stops on the route.

Example: TEST ID = 139271

Stop 1 is the First Stop ;

The last sampled Stop is Stop 161;

Four possible route Stops remain (after the last sampled Stop)

ITEM 112 (No. of Possible Stops) = 165

Note: When a route will not be tested on the scheduled test date
DO NOT FILL IN ITEM 112.

15. Item 113. Number of Possible Deliveries on Route.

113. No. of Possible Deliveries on Route			
0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

- a. Ask the carrier supervisor for the most recent copy of the PS Form 1621 (Carrier's Route Report) or facsimile for the route.
- b. From PS Form 1621 or facsimile record in Item 113 the number of possible deliveries.
- c. Check to be sure that the number in Item 112 is equal to or less than the number in Item 113 (No. of Possible Deliveries).
- d. If Item 112 is greater than Item 113, you must get an explanation from the carrier.

Record the explanation in Item 124, "Comments." For example, the Form 1621, which provided the number for Item 113, might be outdated.

If the carrier cannot give you the information, ask the Postmaster where you can obtain the number of possible deliveries for the route in question (Station or Delivery manager, AIS).

16. Item 114. Number of Saturation Mailings.

- a. The Class of Saturation Mailing must be correctly identified if there are saturation mailings for the route. It must be determined whether the saturation mailing is 2nd, 3rd, or 4th Class. In addition, the number of saturation mailings must be determined, and the relevant bullets marked for each class of saturation mailing.

A Saturation Mailing is a mailing sent to at least 75% of the total addresses within each carrier route or 90% of the residential addresses within the route, whichever is less. You must remember to ask the carrier if the route has any saturation mail.

114. No. of Saturation Mailings				
Class				
No.	2nd	3rd	3rd	4th
		Reg.	Non Pro.	
0	0	0	0	0
1	1	1	1	1
2	2	2	2	2
3+	3	3	3	3

Ask the carrier how many saturation mailings will be delivered on the day of the test. Enter the number by class in Item 114.

Note: The carrier may have cased pieces in a saturation mailing or may intend to carry the saturation mailing as a third bundle. Be certain that all saturation mailings to be delivered on the test day are included in the count.

If there are no saturation mailings, zero-fill Item 114. If there are saturation mailings determine the class of the Saturation mailings and how many there are, mark the bullets as appropriate and zero-fill the columns which are not used. Also, remember that the mail piece must be recorded in the appropriate mail piece category for each sampled stops.

17. Item 115. Time Used by Carrier to Take Test

- a. When the carrier has completed casing the mail to be delivered on the test date, record the time in the blank area at the top right corner of book 1, page 1.
- b. With the carrier's help, conduct the city carrier route test. Make certain that the carrier understands what constitutes a Stop. Mail for more than one Stop may be cased in one case separation.
- c. At the end of the route test (after all letters, flats, and parcels have been counted for the tested Stops) note the time and complete Items 115 and 117.
- d. Subtract "a" from "c". This is the "Time Used by the Carrier to Take the Test."

Example: On the day of the test, the carrier completed casing the mail at 0845. The test was completed at 1015. Time to take the Test: 1 hour and 30 minutes. Fill in Item 115 as follows.

115. Time Used by CARRIER to Take Test			
H	0	M	0
our	●	in	1
s	2	ut	2
	3	e	● 3
	4	s	4 4
			5 5
			6
			7
			8
			9

18. Item 116. Carrier Overtime or Auxiliary Help on Test Date.

Ask the carrier, or carrier supervisor, if the carrier will receive any overtime or auxiliary help because of the test.

If yes, fill in the amount of overtime or auxiliary help in Item 116.

If no help is received, zero-fill Item 116.

116. Carrier O. T. or Aux. Help on Test Date			
H	0	M	0
our	1	in	1
s	2	ut	2
	3	e	3
	4	s	4 4
			5 5
			6
			7
			8
			9

19. Item 117. Time Used by Data collector to Take Test and Complete Forms.

Record the time used to prepare forms, complete the test, and fill in FOSDIC areas. Include travel time to and from the test site.

Note: Travel time to take the test includes driving or flying time, (i.e., all the time during which you are on the clock). If you must stay over to take a test, do not include any time in which you are not on the clock.

Example: On the day prior to the test date, it takes 2 hours to get to the test site from your office: You check into a hotel; On the test day it takes 15 minutes to get to the test site from your hotel. After the test it takes 2 hours and 5 minutes to get back to your office. Travel time = 4 hours and 20 minutes.

The time to prepare for and take the test, plus the time needed to complete the form(s), was 1 hour and 10 minutes.

Total time = 5 hours, 30 minutes.

117. Time Used by DATA COLLECTOR to Take Test and Complete Forms (Include Travel)		124. Comments																																																																																																															
(If More Than 5 Hours, Explain in Comments)	<table border="1"> <tr> <td>H</td> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>1</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td></td> </tr> <tr> <td>2</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td></td> </tr> <tr> <td>3</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td></td> </tr> <tr> <td>4</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td></td> </tr> <tr> <td>5</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td></td> </tr> <tr> <td>6</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td></td> </tr> <tr> <td>7</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td></td> </tr> <tr> <td>8</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td></td> </tr> <tr> <td>9</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td></td> </tr> </table>	H	0	1	2	3	4	5	6	7	8	9	1	1	2	3	4	5	6	7	8	9		2	1	2	3	4	5	6	7	8	9		3	1	2	3	4	5	6	7	8	9		4	1	2	3	4	5	6	7	8	9		5	1	2	3	4	5	6	7	8	9		6	1	2	3	4	5	6	7	8	9		7	1	2	3	4	5	6	7	8	9		8	1	2	3	4	5	6	7	8	9		9	1	2	3	4	5	6	7	8	9		Q117- FOUR HOURS AND 20 MINS TRAVEL TIME USED TO COMPLETE THE TEST; ONE HOUR AND 10 MINS. USED TO COMPLETE FORM.	
H	0	1	2	3	4	5	6	7	8	9																																																																																																							
1	1	2	3	4	5	6	7	8	9																																																																																																								
2	1	2	3	4	5	6	7	8	9																																																																																																								
3	1	2	3	4	5	6	7	8	9																																																																																																								
4	1	2	3	4	5	6	7	8	9																																																																																																								
5	1	2	3	4	5	6	7	8	9																																																																																																								
6	1	2	3	4	5	6	7	8	9																																																																																																								
7	1	2	3	4	5	6	7	8	9																																																																																																								
8	1	2	3	4	5	6	7	8	9																																																																																																								
9	1	2	3	4	5	6	7	8	9																																																																																																								

If the total time to take the test and complete the forms is greater than 5 hours, fill in the bullet in Item 124. **GIVE THE REASON FOR THE TEST REQUIRING MORE THAN 5 HOURS.**

20. Item 118 (Finance No.), Item 119 (CAG) and Item 120 (Route No.) Differ from Label 34C.

Complete <u>Only If Different From Label</u>		
118. Finance No.	119. CAG	120. Route No.
0 0 0 0 0 0	A ☐	0 0 0 0 0 0
1 1 1 1 1 1	B ☐	1 1 1 1 1 1
2 2 2 2 2 2	C ☐	2 2 2 2 2 2
3 3 3 3 3 3	D ☐	3 3 3 3 3 3
4 4 4 4 4 4	E ☐	4 4 4 4 4 4
5 5 5 5 5 5	F ☐	5 5 5 5 5 5
6 6 6 6 6 6	G ☐	6 6 6 6 6 6
7 7 7 7 7 7	H ☐	7 7 7 7 7 7
8 8 8 8 8 8	J ☐	8 8 8 8 8 8
9 9 9 9 9 9		9 9 9 9 9 9

Items 118 through 120 are to be completed only if the data differ from that indicated on the label.

- a. Ask a supervisor in the carrier unit for the:
 - (1) facility's finance number and CAG; and
 - (2) current number of the route which is to be tested.
- b. If all three are the same as those on the Label 34C on Form 2858C, Items 118 through 120 should be blank.
- c. If any of the items of information is not the same as on the Label 34C of the Form 2858C, complete Item(s)

118, 119, and/or 120 by recording only the changed information.

- d. Form 1442. If Route No., CAG, or Finance No. has changed, notify your MSC. Send the completed Form 1442 to the MSC.

Example: The test label indicates that the finance number is 56-1436, CAG is C, and the route number is 15052. The carrier supervisor gives you the current finance number, CAG, and route number for the route to be tested. Finance number is 56-1436, CAG is B and route number is 15054. Items 118 - 120 should be completed as follows:

Complete Only If Different From Label		
118. Finance No.	119. CAG	120. Route No.
0 0 0 0 0 0	A O	0 0 0 0 0
1 1 1 1 1 1	B ●	0 0 0 0 0
2 2 2 2 2 2	C O	● 1 1 1 1
3 3 3 3 3 3	D O	2 2 2 2 2
4 4 4 4 4 4	E O	3 3 3 3 3
5 3 3 3 3 3	F O	4 4 4 4 ●
6 6 6 6 6 6	G O	5 ● 5 ● 5
7 7 7 7 7 7	H O	6 6 6 6 6
8 8 8 8 8 8	J O	7 7 7 7 7
9 9 9 9 9 9		8 8 8 8 8
		9 9 9 9 9

20. Items 118 through 120 (continued)

Item 118 is blank, and Items 119 and 120 are completed using the most current information given to you by the carrier supervisor.

- d. Remember that Item 118 (Finance number) requires the finance number of the office of the test route, not the finance number of your office.

21. Item 121. Facility Name.

121. FACILITY NAME

Print the name of the station, branch, post office or other facility at which the test is conducted. Do not fill in the name of your facility unless the route tested is located at that facility.

22. Item 122. Data Collector/Work Phone.

122. DATA COLLECTOR

AREA CODE: ()

WORK PHONE: _____

WARNING: KNOWINGLY PROVIDING FALSE OR
MISLEADING INFORMATION MAY RESULT IN CIVIL
OR CRIMINAL PROSECUTION.

Print your last name and the initial of your first (and middle, if you wish) name. Print your work telephone number; include the area code or "PEN PREFIX" (8).

23. Item 123. Number Codes: Data Collector.

ITEM 123 MUST BE COMPLETED FOR ALL CITY CARRIER ROUTE TESTS.

123. CODE NUMBER DATA COLLECTOR			
	0	0	0
	1	1	1
☐	2	2	2
	3	3	3
	4	4	4
	5	5	5
	6	6	6
	7	7	7
	8	8	8
	9	9	9

A code number for the data collector must be assigned by his/her individual offices. After you complete the test, mark your 3-digit code number in 123.

24. Item 124. Comments.

Use this section for any comments, reasons for non-completion of the form, supplemental information, or information other than allowed by the options provided.

Identify each comment by the Item Number to which the comment refers.

Be sure to mark the bullet to the right of the word COMMENTS if Item 124 is used.

124. Comments → ●

Q124 - FOR EACH COMMENT,
MARK THE BULLET IN 124,
IDENTIFY THE QUESTION OF
CONCERN AND PROVIDE
THE RELEVANT COMMENT.

Note: If no service is provided on the route on the test date, complete page 1 and STOP. Write "No delivery this date" in Item 124, "Comments" on page 1, book 1 (Form 2858C). Send the Form 2858C to your MSC. The MSC will, in turn, send the Form 2858C, along with the weekly submissions to Jeffersonville, IN.

E. COMPLETING PAGE 1 OF SUPPLEMENTAL FORM(S) 2858C NEEDED FOR THE TESTED ROUTE.

1. Each test book, Form 2858C, provides space for up to 9 stops on the tested route. The number of test books (Forms 2858C) needed to record data depends on the total number of Stops to be tested. Make sure you have 8 to 10 blank Forms 2858C with you.

Example: If a route has 252 Stops, a ten percent (10%) sample would require that 25 or 26 Stops be included in the test.

Therefore, you would need three test books (Forms 2858C).

2. As the test is being conducted, complete the following items on page 1 of each supplemental book, Form 2858C; Item 101: Test Date; Item 102: Pay Period; Item 103: Book No.; and, Item 105: Test ID. Copy the Test ID from the Label 34C and the Test Date and Pay Period from page 1 of book 1.

Number the supplemental books, in sequence, as they are used during the test. Do not number books ahead of time.

3. Total Number of books should be completed at the end of the test.

In the example given above, the route test would require three books. At the end of the test, mark "3" in Item 104, the Total No. of Books, of each book.

Note: Be sure the Test ID is entered correctly on each supplemental book (Form 2858C).

The Test ID for the test route must be entered on each Book (Form 2858C) used in the test. If the Test ID is omitted from a supplemental Form 2858C, or is recorded incorrectly, the data appearing on that Form may be lost or associated with the wrong route.

Please make sure that each Form 2858C has a correctly recorded Test ID.

AFFIX LABEL



CITY CARRIER ROUTE TEST

MUST BE FILLED IN FOR EVERY TEST DAY															
101. TEST DATE Month ☐ Jan ☐ Feb ☐ Mar ☐ Apr ☐ May ☐ Jun Day ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 Year 1989 ☐ 1990 ☐		102. PAY PERIOD ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9		103. BOOK NO. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9		104. TOTAL NO. OF BOOKS ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9		105. TEST I.D. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9							
ROUTE INFORMATION															
106. Current Route Type ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9		If Current Route Type is NOT listed below, Complete Page 1 and STOP BUSINESS 1980 1-Trip Foot Reg 1982 1-Trip Motorized Reg 1984 2-Trip Foot Reg 1986 2-Trip Motorized Reg 1988 1-Trip Foot Aux 1989 1-Trip Motorized Aux 1990 2-Trip Foot Aux 1991 3-Trip Motorized Aux RESIDENTIAL 1720 2-Man Foot Reg 1730 3-Man Foot Reg 1740 4-Man Foot Reg 1750 5-or More Foot Reg MIXED 1540 Foot Reg 1560 Park & Loop Reg 1582 Curb Reg 1557 Foot Aux 1571 Park & Loop Aux 1573 Curb Aux 1770 2-Man Foot Reg 1780 3-Man Foot Reg 1790 4-Man Foot Reg 1520 Foot Reg 1540 Park & Loop 1542 Curb Reg 1559 Foot Aux 1575 Park & Loop Aux 1577 Curb Aux 1810 2-Man Foot Reg 1820 3-Man Foot Reg 1830 4-Man Foot Reg 1840 5-or More Foot Reg					107. Number of Parts on Route ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9		108. ZIP Code on Test Route ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9		109. If Yes To A or B Complete Page 1 Then STOP A. VIM Route? ☐ Yes ☐ No B. Van Route? ☐ Yes ☐ No				
110. Rescheduled A. Is this Test to be Rescheduled? ☐ Yes ☐ No If Yes Complete Page 1 and STOP B. Is this a Rescheduled Test? ☐ Yes ☐ No		111. Trip No. of Tested Trip (Multi-Trip Route Only) 1 2		112. No. of Possible Stops on Route ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9		113. No. of Possible Deliveries on Route ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9		114. No. of Saturation Mailings Class No. 1st 2nd 3rd 4th 0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9 Reg. Non Pro. 0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3		115. Time Used by CARRIER to Take Test H M S 0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9		116. Carrier O. T. or Aux. Help on Test Date H M S 0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9		117. Time Used by DATA COLLECTOR to Take Test and Complete Forms (Include Travel) H M S 0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	
Complete Only if Different From Label 118. Previous No. ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9		119. CAG ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐ H ☐ J		120. Route No. ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9		121. FACILITY NAME 122. DATA COLLECTOR AREA CODE: () WORK PHONE:		123. CODE NUMBER DATA COLLECTOR ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9		124. Comments 					

XII. MAIL COUNT FOR STOPS

BEFORE BEGINNING THE TEST, PLEASE READ APPENDIX F, "IDENTIFYING STOPS," TO BE ABSOLUTELY SURE OF WHAT IS CONSIDERED A STOP AND WHAT AFFECTS THE NUMBER OF POSSIBLE STOPS.

Identifying Stops is an extremely important part of the test. Some carriers associate "Stop" with a building (1 building = 1 Stop), Stopping their vehicle, or street addresses. All carriers must understand what "Stop" means when the word is used for the City Carrier Route Test. Explain carefully and check to be sure that the carrier understands.

Note: All Stops at which the carrier would deliver mail on the day of the test (including those regularly delivered for another carrier - see Appendix F) must be included in the total number of Stops when selecting Stops to be sampled.

A. DETERMINING STOPS

1. What is a Stop?

- a. A Stop is a place where a carrier would physically Stop in order to deliver mail to one or more receptacles (if there was mail for that receptacle).

Note: A RECEPTACLE is a box, basket, slot, bank of boxes, desk, shelf, or person to whom the carrier delivers mail.

- b. Whether or not there is mail for the Stop on the day of the test is not an issue.

The issue is: If there was mail, would the carrier physically Stop to place that mail in a receptacle?

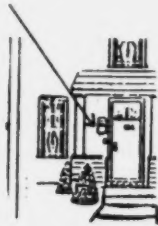
- (1) If yes, that is a Stop.
 - (2) If no (the carrier would not deliver the mail to a receptacle), it is not a Stop.
- c. A Stop may include one or more deliveries. The critical issue is that the carrier physically moves and then Stops to make a delivery.
- d. For a route having mostly single family homes, one Stop (or address) is usually one delivery.

When a route includes office and apartment buildings, one Stop may include many deliveries.

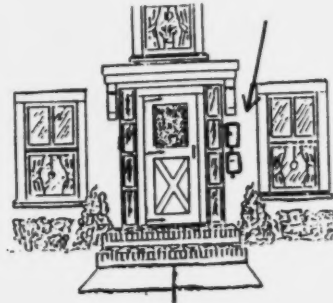
A. Determining Stops (continued)

2. Examples of Stops and Possible Deliveries:

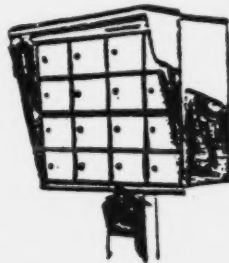
1 STOP, 1 POSSIBLE DELIVERY



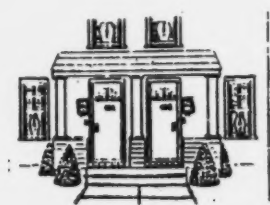
1 STOP, 2 POSSIBLE DELIVERIES



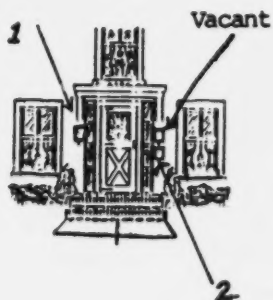
1 STOP, 16 POSSIBLE DELIVERIES



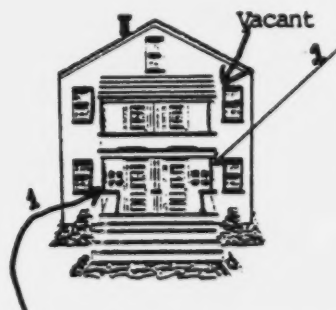
2 STOPS, 2 POSSIBLE DELIVERIES



2 STOPS, 2 POSSIBLE DELIVERIES



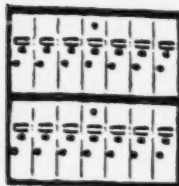
2 STOPS, 2 POSSIBLE DELIVERIES



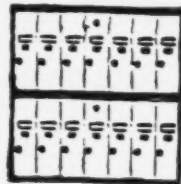
ALL MAIL FOR BOTH FLOORS
ON THE LEFT IS DELIVERED
TO THE FIRST FLOOR'S BOX.
ONLY 1 MAIL RECEPTACLE IS
USED.

A. 2. Examples (continued):

2 STOPS, 23 POSSIBLE DELIVERIES



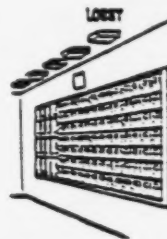
X
One Stop -
14 POSSIBLE DELIVERIES



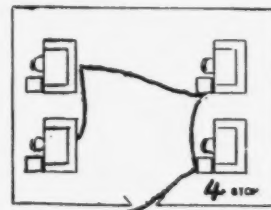
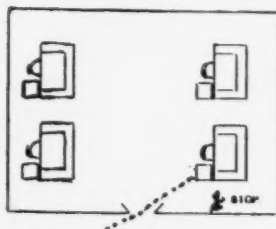
X
One Stop -
14 POSSIBLE DELIVERIES

ONE STOP -
14 POSSIBLE DELIVERIES

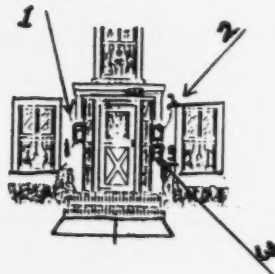
3 STOPS, "X" POSSIBLE DELIVERIES



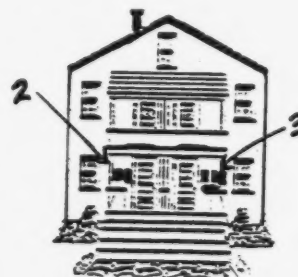
4 STOPS, 4 POSSIBLE DELIVERIES
(OFFICE)



1 STOP, 3 POSSIBLE DELIVERIES



2 STOPS, 5 POSSIBLE DELIVERIES
(THE FAMILY ON THE 3RD FLOOR GETS
MAIL IN A CLOSED BASKET UNDER THE
MAILBOXES).



XII. MAIL COUNT FOR STOP (continued)

B. The First Stop

1. The FIRST Stop to be tested is the Stop which has the same number as the LAST DIGIT of the TEST ID.

Example: The TEST ID is 324419.

The First Stop for which mail will be counted is the carrier's ninth (9th) Stop.

Note 1: If the last digit of the Test ID is "0" (zero), the First Stop to be tested will be Stop 10.

Note 2: A separation on the carrier case may not be the same as a Stop. One separation may contain mail for 1, 2, 3 or more Stops. CHECK!

2. Record the Stop number for the FIRST Stop in Item 1, page 2. Right justify and zero-fill.
3. Determining additional Stops.

Because you will be sampling 10% of the Stops on the route, Stop numbers will increase by 10. Add 10 to the first Stop number to get the second Stop; add 10 to the second Stop number to get the third Stop; and so on. This process continues until all Stops have been counted.

MAIL COUNT FOR STOP, STOPS 56

Example: Stop No. 1 = 9;

- a. Additional tested Stops will be Stops numbered 19, 29, 39, etc.
 - b. Stop No. 89 (or Stop No. 9) will be the last Stop recorded in Book 1;
 - c. Stop No. 99 (or 10) will be the first Stop recorded in Book 2.
Stop No. 189 (or 190) will be the first Stop recorded in Book 3, etc.
4. If the ID Number ends in zero, the first Stop is Stop number 10.

MAIL COUNT FOR STOP				ADDRESS:
1. Stop				
●	●	○	●	
1	1	●	1	
2	2	2	2	
3	3	3	3	
4	4	4	4	
5	5	5	5	
6	6	6	6	
7	7	7	7	
8	8	8	8	
9	9	9	9	

XIII. RECORDING INFORMATION FOR EACH TESTED STOP ON THE TESTED ROUTE

A. General Instructions for Recording Stop Information

Pages 2 through 19 of each book (Form 2858C) are used to record mail delivered to the tested Stops on the test day.

1. Two pages are provided for recording mail delivered to each tested Stop.
 - a. Pages 2 and 3 of Book 1 will be used to record data about the first tested Stop on each tested route.
 - b. Pages 4 and 5 will be used to record data about the second tested Stop; pages 6 and 7, the third tested Stop, etc.
 - c. Data for the tenth (10th) tested Stop will be recorded on pages 2 and 3 of Book number 2. Data for the 19th tested Stop will be recorded on pages 2 and 3 of Book number 3, etc.
2. In completing the Mail Count For Stop pages, remember to right justify and zero-fill all sections/columns in which there are entries.

Example: First-Class CAR-RT SORT mail includes 2 letter cased, 1 flat cased pieces, and no parcels.

Nonaccountable Mail	Letter Cased Mail	Flat Cased Mail	Parcels
CAR-RT Presort (CP)  L- 2 F- 1 P-	● ● ○	● ○	○ ○
	1 1 1	1 ●	1 1
	2 2 ●	2 2	2 2
	3 3 3	3 3	3 3
	4 4 4	4 4	4 4
	5 5 5	5 5	5 5
	6 6 6	6 6	6 6
	7 7 7	7 7	7 7
	8 8 8	8 8	8 8
	9 9 9	9 9	9 9

3. Making zero entries in Items 2 through 5 on ALL Completed "Mail Count for Stop" pages involves a simplified procedure. If the correct entry is zero, mark the bullet labeled "If none, mark here 0."
4. Accountable Mail must be recorded at least twice, and as many as three times if a return receipt is attached (Return receipt must also be recorded as accountable mail). Accountable mail must be marked in the appropriate accountable section, and it must also be included in the appropriate nonaccountable mail section.

At a Stop having no business deliveries and one possible residential delivery, record a Registered, First-Class letter (not presorted) on the "Mail Count For Stop" pages (2 through 19) as follows (Also check the

Accountable Mail section which is located at the bottom of each odd numbered page (e.g., 3, 5, 9, 11, etc.).

[illegible]

Recording a Registered 1st-Class letter (Continued)

MAIL COUNT FOR STOP				ADDRESS:			
1. Stop 0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9	2. Possible Business Deliveries <i>(If None, Mark Here) → ●</i> 0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9	3. Business Deliveries with Mail <i>(If None, Mark Here) → ●</i> 0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9	4. Possible Residential Deliveries <i>(If None, Mark Here) → ○</i> 0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9	5. Residential Deliveries with Mail <i>(If None, Mark Here) → ○</i> 0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9			
6. No Mail for This Stop ☐		8. If Multi-Delivery Stop (Mark Only One) ☐ (A) Neighborhood Delivery and Collection Box Unit ☐ (B) Delivery/Postal Center ☐ (C) Office/Apt. Bldg. Mail Receipt, Front Loaded ☐ (D) Office/Apt. Bldg. Mail Receipt, Rear Loaded ☐ (E) Curbside Boxes ☐ (F) 2, 3, 4 Family House ☐ (G) Other (Specify)		9. If Business Stop (Mark Only One) ☐ (A) Financial, Insurance or Real Estate ☐ (B) Manufacturing, Construction, Farming ☐ (C) Transportation or Utilities ☐ (D) Services ☐ (E) Wholesale/Retail (Include Restaurants) ☐ (F) Other (Specify)		Comments →	
7. Mail Retayed to Street ☐							

First Class											
Nonaccountable Mail			Letter Cased Mail	Flat Cased Mail	Parcels	Nonaccountable Mail			Letter Cased Mail	Flat Cased Mail	Parcels
First Class			● ● ●	0 0	0 0	First Class			0 0 0	1 1	1 1
Single Piece (FN)			1 1 1	1 1	1 1	Private Mailing Card (Single Piece)			2 2 2	2 2	2 2
L -			3 3 3	3 3	3 3				3 3 3	3 3	3 3
F -			4 4 4	4 4	4 4				4 4 4	4 4	4 4
P -			5 5 5	5 5	5 5				5 5 5	5 5	5 5
			6 6 6	6 6	6 6				6 6 6	6 6	6 6
			7 7 7	7 7	7 7				7 7 7	7 7	7 7
			8 8 8	8 8	8 8				8 8 8	8 8	8 8
			9 9 9	9 9	9 9				9 9 9	9 9	9 9
Presorted (FP)			0 0 0	0 0	0 0	Private Mailing Card Presorted			0 0 0	1 1	1 1
L -			1 1 1	1 1	1 1				2 2 2	2 2	2 2
F -			3 3 3	3 3	3 3				3 3 3	3 3	3 3
P -			4 4 4	4 4	4 4				4 4 4	4 4	4 4
			5 5 5	5 5	5 5				5 5 5	5 5	5 5
			6 6 6	6 6	6 6				6 6 6	6 6	6 6
			7 7 7	7 7	7 7				7 7 7	7 7	7 7
			8 8 8	8 8	8 8				8 8 8	8 8	8 8
			9 9 9	9 9	9 9				9 9 9	9 9	9 9
CAR-RT Presort (CP)			0 0 0	0 0	0 0	Private Mailing Card CAR-RT Presort			0 0 0	1 1	1 1
L -			1 1 1	1 1	1 1				2 2 2	2 2	2 2
F -			3 3 3	3 3	3 3				3 3 3	3 3	3 3
P -			4 4 4	4 4	4 4				4 4 4	4 4	4 4
			5 5 5	5 5	5 5				5 5 5	5 5	5 5
			6 6 6	6 6	6 6				6 6 6	6 6	6 6
			7 7 7	7 7	7 7				7 7 7	7 7	7 7
			8 8 8	8 8	8 8				8 8 8	8 8	8 8
			9 9 9	9 9	9 9				9 9 9	9 9	9 9
ZIP + 4 (Include ZIP + 4 Presort (ZN) (ZP))			0 0 0	0 0	0 0	Private Mailing Card ZIP + 4 (Include ZIP + 4 Presort)			0 0 0	1 1	1 1
L -			1 1 1	1 1	1 1				2 2 2	2 2	2 2
F -			3 3 3	3 3	3 3				3 3 3	3 3	3 3
P -			4 4 4	4 4	4 4				4 4 4	4 4	4 4
			5 5 5	5 5	5 5				5 5 5	5 5	5 5
			6 6 6	6 6	6 6				6 6 6	6 6	6 6
			7 7 7	7 7	7 7				7 7 7	7 7	7 7
			8 8 8	8 8	8 8				8 8 8	8 8	8 8
			9 9 9	9 9	9 9				9 9 9	9 9	9 9

EXPRESS MAIL			
Nonaccountable Mail	Letter Cased Mail	Flat Cased Mail	Parcels
	0 0 0	0 0	0 0
	1 1 1	1 1	1 1
	2 2 2	2 2	2 2
	3 3 3	3 3	3 3
	4 4 4	4 4	4 4
	5 5 5	5 5	5 5
	6 6 6	6 6	6 6
	7 7 7	7 7	7 7
	8 8 8	8 8	8 8
	9 9 9	9 9	9 9

Second Class			
Nonaccountable Mail	Letter Cased Mail	Flat Cased Mail	Parcels
	0 0 0	0 0	0 0
	1 1 1	1 1	1 1
	2 2 2	2 2	2 2
	3 3 3	3 3	3 3
	4 4 4	4 4	4 4
	5 5 5	5 5	5 5
	6 6 6	6 6	6 6
	7 7 7	7 7	7 7
	8 8 8	8 8	8 8
	9 9 9	9 9	9 9

Note: Space for recording the Stop Address has been provided at the top of even-numbered "Mail Count for Stop" pages. The address must be recorded; it may be helpful when recording parcels delivered at tested Stops.

B. Preparing to Perform the Mail Count

1. Assemble all mail to be included in the count.

Before recording any mail for the test Stops, be sure the carrier has at the case all mail which will be delivered that day.

It is extremely important that all mail which will be delivered by the carrier, be assembled at the case before you start counting and recording the mail volumes for each test Stop.

2. Ask the carrier to obtain the following:

- a. Mail for the test route which was misdirected to other cases
- b. Accountable pieces (e.g., certified, registered, Express Mail)
- c. Postage due pieces
- d. Special delivery pieces
- e. Parcels
- f. Carrier route sequence bundles
- g. Directs (sacks, bundles or trays) made up by mail processing which will be delivered on the street by the carrier

h. Mail (parcels, IPPs, accountables) that the carrier on the tested route delivers on a regular basis for another carrier.

i. Hot case

Note: All tested route mail that will be delivered on the test day, must be included in your count.

Unless you especially call a carrier's attention to the hot case (accountable and parcel mail), he may not pick it up until after the test is over (e.g., the carrier may pick up hot case mail on the way out of the office). Make certain that the carrier is informed about hot case mail prior to the start of the count.

DO NOT MISS THIS MAIL.

3. When you arrive at the test facility, ask the carrier if there are any directs (made up by mail processing) which the carrier will be delivering on the street.

If the answer is "Yes":

- a. Explain the test to the carrier and have the carrier identify the Stops to be tested.
- b. Ask if any tested Stop involves "directs". If yes, list the addresses of tested Stops which involve "directs".

c. For any of the tested Stops which involve "directs":

- (1) Sweep the areas where the mail for the "directs" is being held out.
- (2) Count and record the "directs" for addresses which are tested Stops while the carrier continues casing the mail.

C. Identification of Mail

Proper Identification of each Piece of Mail is Critical.

1. The results of these tests will be used to allocate cost to subclasses of mail and to special services. As such:

- a. Each mail piece must be correctly identified.
- b. You should have a copy of the In-Office Cost Sampling System, Mail Identification Examples, Handbook F-46 readily available for reference to resolve any doubt about the identification of a mail piece.

(The F-46 will be helpful only in identifying mail, not in determining how to record it.)

c. Review mail identification rules before beginning each test.

2. The shaded portions of pages 2 through 19, Form 2858C, indicate unlikely data entries.

If, after double checking, a piece of mail does not fit in the unshaded area of a class/subclass, record it in "Comments" which appears on even numbered pages, e.g., 2, 4, 6, 8, etc. Provide a reason for the unrecorded entry. And be sure to mark the bullet for Item 10.

3. Identifying Mail Shapes

- a. Letter Cased Mail involves all mail cased in a letter case
- b. Flat Cased Mail involves all mail cased in the flat case.
- c. Parcel Mail involves mail which is too large or cumbersome to case in either a letter or flat case.

4. Classifying Mail by Shapes

- a. Each mail piece must be classified as either letter-cased, flat-cased, or parcel mail.
- b. Mail must be recorded according to how it is, or would be, cased. Any piece of mail sorted to the letter case is counted as a letter, and any piece of mail sorted to the flat case is counted as a flat. (See Appendix L for additional information).

Example: If a flat or IPP is sorted to letter cased mail, it must be recorded as letter cased mail. If an IPP is sorted to the flat case, it must be recorded as flat cased mail.

c. When mail for a Stop is not cased (e.g., when it is sorted into a container for delivery to a firm, or is carried as a third bundle) each piece must be recorded according to where it would have been cased, if it was cased.

5. Accountable Mail is mail that receives some type of special service. For this test, the only special services of interest are those which require the carrier to collect money or obtain a signature at delivery. The special services specifically included are:

- o postage due and business reply (where the amount owed is collected at delivery)
- o Numbered Insured
- o Certified
- o Registered
- o COD, and the REG-COD combination
- o Return Receipt
- o Other (other combinations of the accountable mail categories listed above).

Note: Express Mail is simply a class of mail. It is NOT accountable mail, even though a signature is required.

D. Completing Items 1 through 5 on even numbered pages (2, 4, 6... through 18).

1. IF ITEM 1 ON THE PAGE IS NOT BLANK, Items 2 through 5 of the Mail Count for Stop pages must have an entry.
2. All leading zeros must be marked.
3. For Items where the correct entry is zero, mark the bullet "If none, mark here" on the "mail count for Stop" pages.

Examples:

- a. No possible business delivery at the tested Stop (Stop 18), and three possible residential deliveries are exhibited. No mail on the test date is also indicated. Fill Items 1 through 5 as follows:

MAIL COUNT FOR STOP		ADDRESS:		
1. Stop	2. Possible Business Deliveries (If None, Mark Here) → ●	3. Business Deliveries with Mail (If None, Mark Here) → ●	4. Possible Residential Deliveries (If None, Mark Here) → ○	5. Residential Deliveries with Mail (If None, Mark Here) → ●
● ● ● ● 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9 0 0 0 0	○ ○ ○ ○ 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9 0 0 0 0	○ ○ ○ ○ 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9 0 0 0 0	● ● ● ● 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9 0 0 0 0	○ ○ ○ ○ 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9 0 0 0 0

- b. At Stop 28, four possible business deliveries, and no possible residential deliveries are indicated. On the test day, two business deliveries are revealed to have mail. Fill Items 1 through 5 as follows:

MAIL COUNT FOR STOP		ADDRESS:		
1. Stop	2. Possible Business Deliveries (If None, Mark Here) → ○	3. Business Deliveries with Mail (If None, Mark Here) → ○	4. Possible Residential Deliveries (If None, Mark Here) → ●	5. Residential Deliveries with Mail (If None, Mark Here) → ●
● ● ○ ○ 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9 10 10 10 10 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9 10 10 10 10	● ● ● ○ 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9 10 10 10 10 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9 10 10 10 10	● ● ● ○ 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9 10 10 10 10 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9 10 10 10 10	○ ○ ○ ○ 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9 10 10 10 10 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9 10 10 10 10	

E. COMPLETING ITEMS 1 THROUGH 10 OF MAIL COUNT FOR STOP

1. Item 1. Stop No.

The Stop number of each Stop to be tested (9 Stops per test book) must be recorded on successive even numbered pages of the Form 2858C.

MAIL COUNT FOR STOP	ADDRESS:
1. Stop ● ● ● ○ 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9	

For example, a route has 238 possible Stops. The random start number is 7. Stop numbers 7, 17, 27 ... 207, 217, 227, and 237 must be entered on successive even numbered pages of the required Form(s) 2858C.

2. Item 2 (Possible Business Deliveries) and Item 4 (Possible Residential Deliveries)

MAIL COUNT FOR STOP		ADDRESS:
1. Stop 10 20 30 40 50 60 70 80 90 100 11 21 31 41 51 61 71 81 91 101 12 22 32 42 52 62 72 82 92 102 13 23 33 43 53 63 73 83 93 103	2. Possible Business Deliveries (If None, Mark Here) → ○ 10 20 30 40 50 60 70 80 90 100 11 21 31 41 51 61 71 81 91 101 12 22 32 42 52 62 72 82 92 102 13 23 33 43 53 63 73 83 93 103	4. Possible Residential Deliveries (If None, Mark Here) → ○ 10 20 30 40 50 60 70 80 90 100 11 21 31 41 51 61 71 81 91 101 12 22 32 42 52 62 72 82 92 102 13 23 33 43 53 63 73 83 93 103

a. Items 2 and 4, should be completed immediately after you have completed Item 1 (Stop No.). This must be done before any mail is counted.

b. In Item 2 (Possible Business Deliveries) and Item 4 (Possible Residential Deliveries), record for each Stop the number of possible deliveries.

Do not record the number of families or businesses which may be served at a Stop.

Example:

- (1) If the mail for three families (Residential) would all be delivered to one mail receptacle, the entry in Item 4 would be 0001.
- (2) The same rule applies where mail for several businesses is delivered to one mail slot, receptacle or drop point. The entry in Item 2 would be 0001.
- (3) At a three-family house, there are three mail receptacles but two of the families living there receive mail in the same box (receptacle). Item 4 would be marked 0002.
- (4) A business is operated out of a one-family residence. There is 1 mail receptacle. The Stop has 1 possible business delivery. Item 2 is marked 0001.
- (5) A business is operated out of a residence. The Stop is a business Stop. There are two mail boxes: 1 for the business, 1 for the residence. Item 2 is marked 0001, and Item 4 is marked 0001.

3. Item 3 (Business Deliveries with Mail) and Item 5 (Residential Deliveries with Mail)

These items provide important delivery and Stop coverage information on a route. They must be completed for each test Stop.

3. Business Deliveries with Mail (If None, Mark Here) → ○ <table> <tr><td>○</td><td>○</td><td>○</td><td>○</td></tr> <tr><td>1</td><td>1</td><td>1</td><td>1</td></tr> <tr><td>2</td><td>2</td><td>2</td><td>2</td></tr> <tr><td>3</td><td>3</td><td>3</td><td>3</td></tr> <tr><td>4</td><td>4</td><td>4</td><td>4</td></tr> <tr><td>5</td><td>5</td><td>5</td><td>5</td></tr> <tr><td>6</td><td>6</td><td>6</td><td>6</td></tr> <tr><td>7</td><td>7</td><td>7</td><td>7</td></tr> <tr><td>8</td><td>8</td><td>8</td><td>8</td></tr> <tr><td>9</td><td>9</td><td>9</td><td>9</td></tr> </table>	○	○	○	○	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4	4	5	5	5	5	6	6	6	6	7	7	7	7	8	8	8	8	9	9	9	9		5. Residential Deliveries with Mail (If None, Mark Here) → ○ <table> <tr><td>○</td><td>○</td><td>○</td><td>○</td></tr> <tr><td>1</td><td>1</td><td>1</td><td>1</td></tr> <tr><td>2</td><td>2</td><td>2</td><td>2</td></tr> <tr><td>3</td><td>3</td><td>3</td><td>3</td></tr> <tr><td>4</td><td>4</td><td>4</td><td>4</td></tr> <tr><td>5</td><td>5</td><td>5</td><td>5</td></tr> <tr><td>6</td><td>6</td><td>6</td><td>6</td></tr> <tr><td>7</td><td>7</td><td>7</td><td>7</td></tr> <tr><td>8</td><td>8</td><td>8</td><td>8</td></tr> <tr><td>9</td><td>9</td><td>9</td><td>9</td></tr> </table>	○	○	○	○	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4	4	5	5	5	5	6	6	6	6	7	7	7	7	8	8	8	8	9	9	9	9
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After all accountable and nonaccountable mail has been recorded for the Stop, complete Items 3 and 5.

- Item 3 asks for the actual number of "Business Deliveries with Mail."
- Item 5 asks for the actual number of "Residential Deliveries with Mail."

Note: If the entry for any of Items 2 through 5 is zero, mark the bullet labeled "If none, mark here," on the "Mail Count for Stop" page.

- a. If no mail was reported for the Stop, mark "No Mail for This Stop" in Item 6.

- b. Do not mark "No Mail for This Stop" if mail was relayed to the street and the carrier will deliver it that day. Instead, mark "Relayed to Street" in Item 7.
- c. Before marking "No Mail for This Stop," check the parcel hamper(s) or your list of addresses to which parcels will be delivered. Make certain that there are no parcels to be delivered to this Stop.

5. Item 7. Mail Relayed to Street

7. Mail Relayed to Street

○

- a. DO NOT MARK ITEM 7 if the carrier will have no further contact with the mail which has a relay, once it leaves the office.

Example: If a relay driver or parcel post carrier will deliver mail directly to the customer, the Stops associated with the relay should not be counted as possible Stops.

- b. If the carrier will deliver the mail after it is relayed, the Stops associated with the relay are counted as possible Stops.

- (1) Item 7 (Mail Relayed to Street) on Form 2858C is marked only if the mail for a possible Stop is relayed to the street before it can be tested.
 - (2) If the mail is available for testing, you should test it and do not mark Item 7.
- c. If all or part of the mail for a test Stop is relayed to the street/addressee before it can be counted, you must mark Item 7.
- d. Marking Item 7 indicates that the test Stop did receive mail, but that all or part of it was not available for counting.
- e. In most cases, when Item 7 (Mail Relayed to Street) is marked, no mail will be available for counting. Accordingly:
- (1) No mail will be recorded in the Nonaccountable and Accountable Mail Sections of Form 2858C if the mail has been relayed to the street.
 - (2) Items 3 (Business Deliveries with Mail) and 5 (Residential Deliveries with Mail) will be filled with zeroes if the mail has been relayed to the street.
 - (3) Be sure to complete Items 2 and/or 4, which deal with Possible Deliveries.

- (4) Also complete Items 8 and/or 9, following the rules on page 68.
 - f. In a situation involving a Stop being tested, where some mail is available for counting, but some or most has been relayed to the street:
 - (1) Record any available mail for the tested Stop on Form 2858C
 - (2) Also, mark Item 7 (Mail Relayed to Street)
 - (3) Complete Items 2 through 5 and Items 8 and 9, according to the instructions for completing those Items.
 - g. Recording the available mail and also marking "Mail Relayed to Street" suggest that some mail for the tested Stop was relayed to the street without being tested/recorded.
6. Item 8 (If Multi-Delivery Stop) and Item 9 (If Business Stop)

READ THIS SECTION CAREFULLY

- a. Whether the items below are completed or not is determined by what has been recorded in Items 2 and 4 of the "Mail Count for Stop" page used to record data for the Stop being tested.

b. Additional Business types and the category they fall into are as follows:

- (1) D. Services: Church, funeral home, health club, government agency, non-profit organization, school, hotel/motel, etc.
- (2) E. Wholesale/Retail: bar, drug store, restaurant, etc.

c. RULES: WHEN TO COMPLETE ITEMS 8 and 9:

- (1) Single Delivery Business Stop is noted:
When Item 2 equals 1 and Item 4 equals 0, complete only Item 9.
- (2) Single Delivery Residential Stop is noted:
When Item 4 equals 1 and Item 2 equals 0, do not complete either Item 8 or Item 9.
- (3) Multi-delivery Business Stop is noted:
When Item 2 is more than 1 and Item 4 equals 0, complete Item 8 and Item 9.
- (4) Multi-delivery Residential Stop is noted:
When Item 4 is more than 1 and Item 2 equals 0, complete only Item 8.
- (5) Mixed Stops are noted:
When Item 2 plus Item 4 are more than 1 and neither equals 0, complete only Item 8.

Multi-delivery STOP (more than 5 deliveries for STOP): A worksheet (2858-MD) has been formatted to record the number of mail pieces by category for a multi-delivery STOP having more than 5 deliveries. This format will save the carrier having to recase the mail for the STOP after the cadre has recorded mail class information. (See Appendix D.)

d. Items that must be completed if the tested Stop is:

1. A Multi-Delivery Business Stop

2. Possible Business Deliveries (If None, Mark Here) → ☐ <table border="0"> <tr><td>1</td><td>1</td><td>1</td><td>1</td></tr> <tr><td>2</td><td>2</td><td>2</td><td>2</td></tr> <tr><td>3</td><td>3</td><td>3</td><td>3</td></tr> <tr><td>4</td><td>4</td><td>4</td><td>4</td></tr> <tr><td>5</td><td>5</td><td>5</td><td>5</td></tr> <tr><td>6</td><td>6</td><td>6</td><td>6</td></tr> <tr><td>7</td><td>7</td><td>7</td><td>7</td></tr> <tr><td>8</td><td>8</td><td>8</td><td>8</td></tr> <tr><td>9</td><td>9</td><td>9</td><td>9</td></tr> </table>	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4	4	5	5	5	5	6	6	6	6	7	7	7	7	8	8	8	8	9	9	9	9	8. If Multi-Delivery Stop (Mark Only One) ☐ (A) Neighborhood Delivery and Collection Box Unit ☐ (B) Delivery/Postal Center ☒ (C) Office/Apt. Bldg. Mail Recept., Front Loaded ☐ (D) Office/Apt. Bldg. Mail Recept., Rear Loaded ☐ (E) Curbside Boxes ☐ (F) 2, 3, 4 Family House ☐ (G) Other (Specify) _____
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	9. If Business Stop (Mark Only One) ☐ (A) Financial, Insurance or Real Estate ☐ (B) Manufacturing, Construction, Farming ☐ (C) Transportation or Utilities ☒ (D) Services ☐ (E) Wholesale/Retail (Include Restaurants) ☐ (F) Other (Specify) _____																																				

2. A Multi-Delivery Residential Stop

4. Possible Residential Deliveries (If None, Mark Here) → ☐ <table border="0"> <tr><td>1</td><td>1</td><td>1</td><td>1</td></tr> <tr><td>2</td><td>2</td><td>2</td><td>2</td></tr> <tr><td>3</td><td>3</td><td>3</td><td>3</td></tr> <tr><td>4</td><td>4</td><td>4</td><td>4</td></tr> <tr><td>5</td><td>5</td><td>5</td><td>5</td></tr> <tr><td>6</td><td>6</td><td>6</td><td>6</td></tr> <tr><td>7</td><td>7</td><td>7</td><td>7</td></tr> <tr><td>8</td><td>8</td><td>8</td><td>8</td></tr> <tr><td>9</td><td>9</td><td>9</td><td>9</td></tr> </table>	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4	4	5	5	5	5	6	6	6	6	7	7	7	7	8	8	8	8	9	9	9	9	8. If Multi-Delivery Stop (Mark Only One) ☐ (A) Neighborhood Delivery and Collection Box Unit ☐ (B) Delivery/Postal Center ☐ (C) Office/Apt. Bldg. Mail Recept., Front Loaded ☐ (D) Office/Apt. Bldg. Mail Recept., Rear Loaded ☐ (E) Curbside Boxes ☒ (F) 2, 3, 4 Family House ☐ (G) Other (Specify) _____
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3. A Mixed Stop
(Business and Residential)

2. Possible Business Deliveries (If None, Mark Here) → ☐ <table border="0"> <tr><td>1</td><td>1</td><td>1</td><td>1</td></tr> <tr><td>2</td><td>2</td><td>2</td><td>2</td></tr> <tr><td>3</td><td>3</td><td>3</td><td>3</td></tr> <tr><td>4</td><td>4</td><td>4</td><td>4</td></tr> <tr><td>5</td><td>5</td><td>5</td><td>5</td></tr> <tr><td>6</td><td>6</td><td>6</td><td>6</td></tr> <tr><td>7</td><td>7</td><td>7</td><td>7</td></tr> <tr><td>8</td><td>8</td><td>8</td><td>8</td></tr> <tr><td>9</td><td>9</td><td>9</td><td>9</td></tr> </table>	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4	4	5	5	5	5	6	6	6	6	7	7	7	7	8	8	8	8	9	9	9	9	4. Possible Residential Deliveries (If None, Mark Here) → ☐ <table border="0"> <tr><td>1</td><td>1</td><td>1</td><td>1</td></tr> <tr><td>2</td><td>2</td><td>2</td><td>2</td></tr> <tr><td>3</td><td>3</td><td>3</td><td>3</td></tr> <tr><td>4</td><td>4</td><td>4</td><td>4</td></tr> <tr><td>5</td><td>5</td><td>5</td><td>5</td></tr> <tr><td>6</td><td>6</td><td>6</td><td>6</td></tr> <tr><td>7</td><td>7</td><td>7</td><td>7</td></tr> <tr><td>8</td><td>8</td><td>8</td><td>8</td></tr> <tr><td>9</td><td>9</td><td>9</td><td>9</td></tr> </table>	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4	4	5	5	5	5	6	6	6	6	7	7	7	7	8	8	8	8	9	9	9	9
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4. A Business operating out of a Residence (one mail receptacle)

2. Possible Business Deliveries (If None, Mark Here) → ☐ <table border="0"> <tr><td>1</td><td>1</td><td>1</td><td>1</td></tr> <tr><td>2</td><td>2</td><td>2</td><td>2</td></tr> <tr><td>3</td><td>3</td><td>3</td><td>3</td></tr> <tr><td>4</td><td>4</td><td>4</td><td>4</td></tr> <tr><td>5</td><td>5</td><td>5</td><td>5</td></tr> <tr><td>6</td><td>6</td><td>6</td><td>6</td></tr> <tr><td>7</td><td>7</td><td>7</td><td>7</td></tr> <tr><td>8</td><td>8</td><td>8</td><td>8</td></tr> <tr><td>9</td><td>9</td><td>9</td><td>9</td></tr> </table>	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4	4	5	5	5	5	6	6	6	6	7	7	7	7	8	8	8	8	9	9	9	9	9. If Business Stop (Mark Only One) ☒ (A) Financial, Insurance or Real Estate ☐ (B) Manufacturing, Construction, Farming ☐ (C) Transportation or Utilities ☐ (D) Services ☐ (E) Wholesale/Retail (Include Restaurants) ☐ (F) Other (Specify) _____
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- d. A Business operating out of a Residence should be handled as follows (two receptacles):

Mark Items 2, 4, and 8. Mark "Other" in Item 8, and make an entry in Item 10, Comments, such as Business operation out of residence (two receptacles)."

7. Item 10, Comments.

Comments → ○

This Item is to be used for additional information and/or comments on the "Mail Count for Stop" section. This item is used to record unusual situations such as mail classification categories not available on the FOSDIC form. It is also used to provide reasons for classifying mail in ways other than those provided in the FOSDIC form.

Note: Be sure to mark the "comments" bullet if you make an entry in Item 10.

If there is not sufficient space in Item 10 for your comment, use Item 124 on page 1 of the Form 2858C. Be sure to mark the corresponding bullet.

8. ADDITIONAL STOPS ON THE TESTED ROUTE

After you have completed the "Mail Count For Stop" page for the first test Stop on a route, follow the same procedures for each of the remaining test Stops.

XIII. RECORDING INFORMATION FOR EACH TESTED STOP ON THE TESTED ROUTE (Continued)

F. COUNTING THE MAIL1. RULES:

a. In the sections for recording Nonaccountable and Accountable Mail:

- (1) When there is no entry in a column/space, leave that column/space blank, e.g., Letter Cased = 6, Parcels = 1:

Nonaccountable Mail	Letter Cased Mail	Flat Cased Mail	Parcels
<u>First Class</u>	● ● ○	○ ○	● ○
↓	1 1 1	1 1	1 ●
Single Piece (FN) ■	2 2 2	2 2	2 2
	3 3 3	3 3	3 3
	4 4 4	4 4	4 4
	5 5 5	5 5	5 5
L- 6	6 6 ●	6 6	6 6
F-	7 7 7	7 7	7 7
	8 8 8	8 8	8 8
P- /	9 9 9	9 9	9 9

- (2) When counting the mail for each subclass, you may write the number of pieces of each type next to the letters L,F,P, (letter cased, flat cased, parcels) (see example above).

Note: When marking the mail count next to L, F, and P, be very careful. Do not allow the entered numbers to go into the FOSDIC areas, or near the black squares on the form. Also, check your work for smudges and bleedthroughs.

- b. All accountable mail must be recorded in both the Accountable Mail and Nonaccountable Mail sections of the "Mail Count For Stop" pages.
- c. Marriage mail is considered one piece of mail. (One or several pieces of advertising mail are inserted into an advertising "host" piece and sent as a unit). Count marriage mail as Letter Cased, Flat Cased, or Parcel depending on where the piece is actually cased, or would have been cased if all mail pieces were cased.
- d. Where the piece of mail is cased, not its shape, size or postage, determines how that piece is recorded. A letter cased with the flats is a flat. A magazine, large enough when not folded to be a flat, but which is folded and physically placed in the letter case, is recorded as "Letter Cased."
NOTE: If the mail in questions is being cased in an OBSS case and it is difficult to determine whether it is a letter or flat, the piece must be measured using the "Automation Compatible Template (see Appendix L. for additional information).

- e. If the markings/endorsements on a mail piece conflict with the revenue on a piece, record the piece in accordance with the markings/endorsements information.

Example: A piece marked "Presorted First-Class" which has revenue indicating that the sender paid full First-Class postage (e.g., \$.25 for a piece weighing 1 oz. or less) is recorded as "Presorted First-Class."

- f. "Carrier Route Presort" or "CAR-RT SORT" may be indicated in the address label, instead of in the indicia. Check the area above the address, as well as the indicia, to insure that all carrier route presort mail is accurately reported. Be sure to check window envelopes carefully; the area above the address may be hidden.
- g. If you have an attached or enclosed mail piece, record information relating to the host piece only. See APPENDIX K for additional instructions.
- h. Merchandise sample(s) or flat(s) with detached address card(s) are handled as follows:
- (1) Record both the sample or flat and the detached address card only if each will be delivered. If only one will be delivered, record only that one. Record a catalog and accompanying card in the same manner.

(2) Both items have the same class or subclass.
Record each item by shape according to where
the item would have been cased, if it was
cased.

i. If PS Form 3849-A (Delivery Notice) will be
delivered by the carrier in lieu of delivering a
parcel or accountable piece, record it as you would
record the piece which it represents.

j. Be certain to record a piece in terms of how it is
"traveling." A piece may be traveling at one rate
when it's going to an addressee, but at another
rate if it's being returned to the sender.

Example: Records go to customers at Third-class
bulk rate, but are returned to a record
company at Fourth-class special rate.

k. Special Delivery and Special Handling are recorded,
by mail class/subclass, in the Nonaccountable
section.

l. If a mail piece cannot be identified or recorded by
class or subclass, record it in "Other."

Example: record a piece being returned for postage
in "Other." Describe the piece in Item
10.

- m. When the mail count has been completed, mark the FOSDIC Areas accordingly. After all mail for each Stop on the route has been counted, be sure to fill in the FOSDIC areas for each class/subclass of mail.

Note: Do not mark the FOSDIC column(s) until all mail for the Stop, nonaccountable and accountable, has been counted.

See Appendix K for additional rules for recording mail.

- a. At the beginning of the test, you must withdraw the letter cased mail for the first test Stop. Count the number of nonaccountable pieces by class or subclass of mail. Then record this mail, under the appropriate class/subclass(es), as Letter Cased.
- b. After all letter cased mail for the stop has been recorded:
- (1) Ask the carrier if there is any flat cased mail for the Stop. If "Yes," count and record that mail as Flat Cased mail.

Note: In some situations, it may be necessary to record the flat cased mail first depending upon the pull-down procedure for that route.

- (2) Check to see if there is parcel mail for the tested Stop. Count and record it as Parcels.

Note: Parcel mail is mail other than that which can be cased in the Letter or Flat cases. It includes IPPs, or any mail which cannot be cased.

- (3) If the Stop is a multi-delivery Stop, be sure to check your worksheet/parcel list for any deliveries that received parcels but might not have received letters or flats.

Note: If there are more than 5 deliveries, use the 2858C-MD worksheet to record this STOP information. After the test is conducted, transfer the category(ies) totals to the workbook.

c. How to Handle Non-cased Mail Which Will Be Delivered on the Test Day.

After all nonaccountable parcels and cased mail have been recorded, ask the carrier whether there is any mail for the test Stop which will be delivered on the test day by the carrier but was not cased (e.g., merchandise samples, or mail handled as a third bundle). If there is such mail:

- Record each item by shape in the class/subclass where the item would be recorded if it had been cased.

- Example: A merchandise sample (3rd-class) would have been cased in the letter case; add it to the number in the 3rd-class Letter Cased column.

If the piece would have been cased in the flat case, add it to the number in the 3rd-class Flat Cased column.

If the piece would not have been cased, add it to 3rd-class Parcel(s).

- If you are uncertain how the piece would be cased, ask the carrier.

d. How to handle Non-cased Mail For Multi-delivery Stops Which Will Be Delivered on the Test Day.

Be sure to check for any deliveries which received non-cased mail but might not have received cased mail. This is especially important on test days when a merchandise sample, circular, or catalogue is going to practically every delivery on the route.

CAREFUL ATTENTION TO NON-CASED MAIL COULD SUBSTANTIALLY AFFECT YOUR REPORT OF HOW MANY DELIVERIES AT A STOP RECEIVED MAIL.

- e. How to handle Non-accountable Mail Which Will Be Delivered on the Test Day. Ask the carrier if there is any accountable mail for the test Stop. Record accountable mail in both the Accountable Mail and Nonaccountable Mail sections.

Note: Express Mail is not accountable mail for this test; it is a separate class of mail.

F. COUNTING THE MAIL (continued)

3. NONACCOUNTABLE MAIL:

a. First-Class Mail:

- (1) First-Class Mail (except First-Class Private Mailing and Postal cards) includes letters, flats, or parcels paid at the following First-Class rates:
 - o First-Class Single Piece
 - o First-Class Presorted (which includes both 3 and 5-digit presorting)
 - o First-Class CAR-RT Presort
 - o First-Class ZIP + 4 (which includes ZIP + 4 Presort)
 - o First-Class ZIP + 4 Bar-coded
 - o Mailgrams
 - o Priority Mail (refer to page 81)
- (2) First-Class pieces mailed as "ZIP + 4," "ZIP + 4 Presort" and as ZIP + 4 Bar-Coded are recorded under "ZIP + 4."
- (3) For the City Carrier Route Test, the category "ZIP + 4" applies only to mail receiving a discount for using a four digit add-on ZIP Code. All ZIP + 4 mail must be marked ZIP + 4 on the mail piece.

- (a) A piece marked ZIP + 4 but paid at a rate other than the ZIP + 4 rate is recorded as ZIP + 4.
 - (b) A piece having a four digit add-on ZIP Code (e.g. 22308-6124) is NOT recorded as ZIP + 4 unless it is marked ZIP + 4.
 - (c) ZIP + 4 markings (Key Line Codes) must be printed either, at least, two lines above the address or in the lower left corner of the envelope. On window envelopes, the code must be entirely visible through the window with at least 1/8 of an inch clearance between the window and the edge of the panel.
- (4) A piece marked "Presort" is recorded as "Presort" even if it has revenue equal to the First-Class single piece rate.
- Example: A letter is marked "Presort" but the postage paid is 25 cents; record the piece as First-Class Presort, not First-Class single piece.
- (5) A piece marked "ZIP + 4 Bar-coded" is recorded as "Bar-coded" even if it has revenue equal to the first-class single piece rate.

Example: A letter is marked "barcoded" but the postage paid is 25 cents; record the piece as first-class ZIP + 4 barcoded, not first-class single piece.

(6) Priority Mail

A. Endorsed Mail is a piece of mail which is recorded as Priority mail regardless of the postage paid. If the piece is endorsed First-Class and paid at the Priority rate or greater, record it as Priority. If it is endorsed First-class and paid at less than the Priority rate, record it as First-Class.

B. Unendorsed Mail is to be recorded as follows:

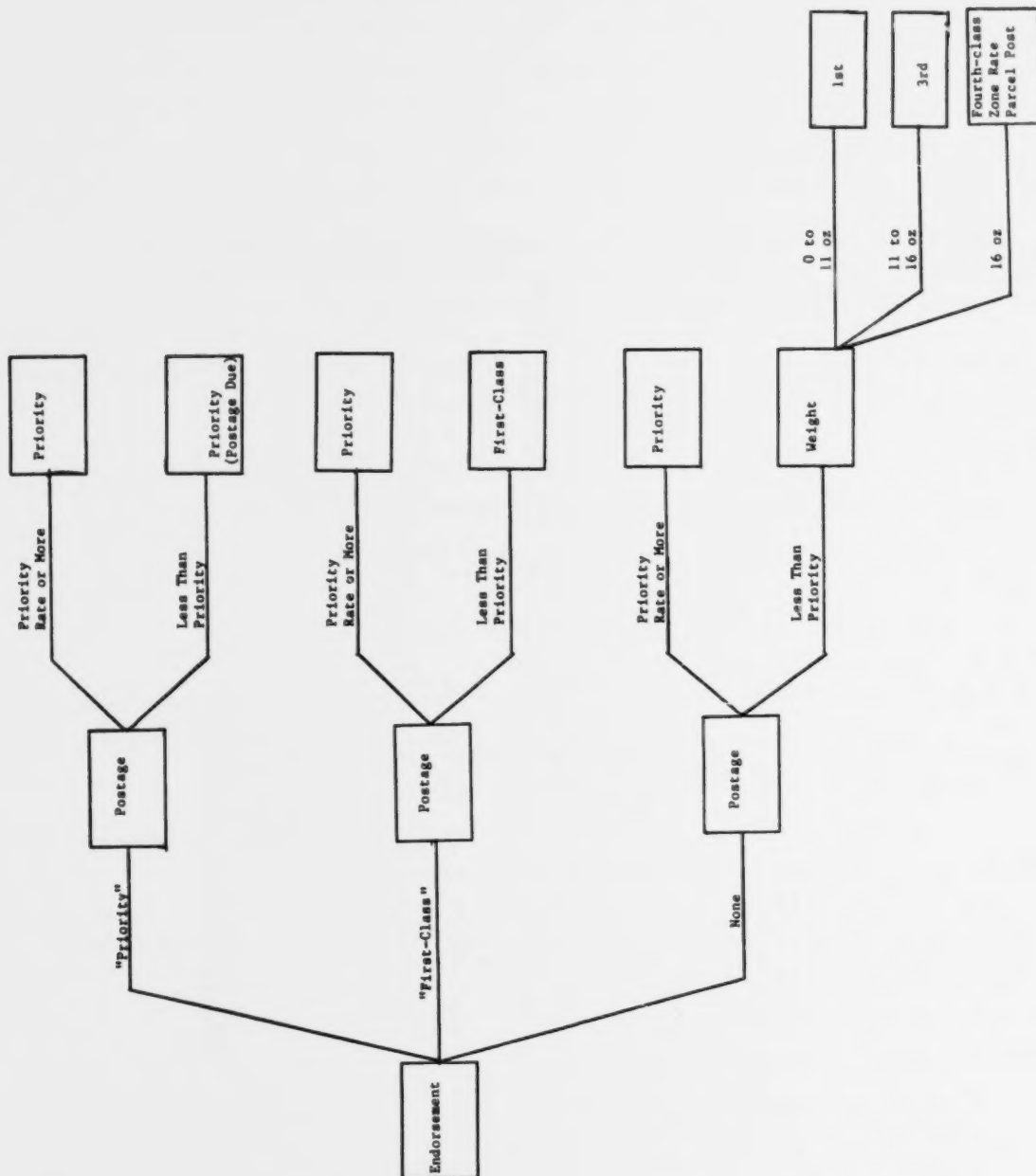
0-11 oz. If the postage is equal to or greater than \$2.40, record as "Priority;" otherwise, record as "First-Class."

11-16 oz. If the postage is equal to or greater than \$2.40, record as "Priority;" otherwise, record as "Third-Class Single Piece."

16 oz. - 2 lbs. If the postage is equal to or greater than \$2.40, record as Priority; otherwise, record as Zone rate fourth-class.

Over 2 lbs. Record as "Priority" if the postage has been paid at the Priority rate; otherwise, record as Zone rate fourth-class.

These instructions are summarized on the following flow chart.



F. COUNTING THE MAIL (continued)

Examples of how Nonaccountable Mail is recorded:

- First-Class, no marking, \$.25 postage
- Postal Card (Stamp printed on card)
- Express Mail flat
- Letter (0.5 oz.) with four digit add-on ZIP Code, paid at \$.25.

First Class											
Nonaccountable Mail	Letter Cased Mail	Flat Cased Mail	Parcels	Nonaccountable Mail	Letter Cased Mail	Flat Cased Mail	Parcels	Nonaccountable Mail	Letter Cased Mail	Flat Cased Mail	Parcels
First Class ↓ Single Piece (F N) L- 2 F- P-	●●● 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	First Class ↓ Private Mailing Card (Single Piece) L- F- P-	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9			First Class ↓ Postal Card L- F- P-	●●● 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9		
Presorted (F P) L- F- P-	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	Private Mailing Card Presorted L- F- P-	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9			Priority Mail L- F- P-	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9
CARRT Presort (C P) L- F- P-	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	Private Mailing Card CARRT Presort L- F- P-	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9			Mailgram L- F- P-	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9
ZIP + 4 (Include ZIP + 4 Presort) (Z P) L- F- P-	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	Private Mailing Card ZIP + 4 (Include ZIP + 4 Presort) L- F- P-	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9			ZIP + 4 Bar-Coded (ZB) L- F- P-	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9

EXPRESS MAIL			
Nonaccountable Mail	Letter Cased Mail	Flat Cased Mail	Parcels
EXPRESS L- F- P-	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	●●● 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9

Second Class			
Nonaccountable Mail	Letter Cased Mail	Flat Cased Mail	Parcels
SECOND CLASS L- F- P-	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9

Note: "a" and "d" are both recorded as First-Class Single Piece.

F. COUNTING THE MAIL (continued)3. NONACCOUNTABLE MAIL (continued)a. First-Class (continued)

- (6) CAR-RT SORT, or "Carrier Route Presort," may be indicated in the address label, but not in the indicia. Check both areas to be sure all Carrier Route Presort mail is reported.

b. First-Class Private Mailing and Postal Cards

- (1) First-Class Private mailing (post) cards and Postal cards (prestamped cards sold at Post Offices) are recorded separately.

(See ZIP + 4, Presort, and CAR-RT SORT rules for First-Class letters on page 79.)

- (2) Record oversize cards in the first column (letters), since they are not charged at the card rate.

Example: An oversized presorted card is recorded as a Presorted letter; an oversized CAR-RT SORT card is recorded as a CAR-RT SORT letter. In neither case should these be recorded as Private Mailing Cards.

c. Express Mail

Express Mail is not accountable mail even though it requires a signature. It is recorded only in the Nonaccountable section.

d. Second-class Mail

- (1) Pieces must meet Second-class eligibility requirements to be eligible for Second-class rates.
- (2) Second-class mail returned to Sender is recorded as either Third-class Single piece or Fourth-class, as appropriate.

e. Third-class Mail

- (1) Third-Class Regular Bulk Rate includes both 3-digit and 5-digit presort third-class mail, ZIP+4 and, ZIP+4 barcoded third-class mail.
- (2) Third-class Non-profit Bulk Rate includes both 3-digit and 5-digit presort third-class mail, ZIP+4, and ZIP+4 barcoded third-class mail.

3. NONACCOUNTABLE MAIL (continued)

- (3) Newspapers, magazines, and other such pieces mailed by individuals, and publishers' mailings not meeting Second-class requirements, travel as First-, Third- or Fourth-class mail.

f. Fourth-class Mail

Library materials may not necessarily be traveling at the Library Rate. If marked Special Fourth-Class -- Books, mark "Special Fourth-class." If marked both "Special Fourth-class" and "Library" rates, "Special Fourth-class overrides."

g. Penalty - Franked - Free Mail

- (1) Record Last Notice slips and Return Receipt cards as Penalty Mail.

Note: Return Receipts must now be recorded in the Accountable Mail Section when the receipts are attached to a mail piece.

- (2) Record a voting or balloting piece as Franked Mail. It will have "U.S. Postage Paid 42 USC 1973dd" in the indicia.

- (3) Free mail is mail for the Blind, Handicapped, or US Armed Forces. It must be marked properly.

h. United Nations Mail

- (1) Mail having United Nations Postage which is postmarked Bern Switzerland is recorded as International Mail.
- (2) Mail having United Nations Postage which is postmarked New York is recorded as Domestic Mail.
- (3) Any other postmark with United Nations postage is invalid postage.

i. International Mail

A piece that requires a signature at delivery because it went through Customs should also be recorded as Accountable Mail: "Other."

j. Other Mail

- (1) If mail is assigned to the OTHER category (either nonaccountable or accountable), the reason for classifying the piece as "OTHER" must be given in Item 10, Comments.

If there is no space in Item 10, then use
Item 124 (on page 1 of the Form 2858C).
Identify the Stop number; then give the
reason for classifying the piece as "OTHER."

The listed pieces of mail are marked as indicated:

- Non-Profit, 5 digit Presort flat
- Third-class Mail with Bulk Rate postage (Flat Cased)
- Merchandise sample (in with Parcels, but with a detached mailing card) sent at Regular CAR-RT SORT (would not be Letter or Flat cased)
- Letter with Postal Service indicia.

Third Class				Fourth Class				Penalty-Franked-Free				International (Foreign Origin)															
CHECK ALL MAIL MARKINGS BEFORE RECORDING																SURFACE				Nonaccountable				AIRMAIL			
Nonaccountable Mail	Letter Cased Mail	Flat Cased Mail	Parcels	Nonaccountable Mail	Letter Cased Mail	Flat Cased Mail	Parcels	Nonaccountable Mail	Letter Cased Mail	Flat Cased Mail	Par's	Letter Cased Mail	Flat Cased Mail	Par's		Letter Cased Mail	Flat Cased Mail	Par's									
Regular Bulk Rate (Include 3, 5 Digit Presort, ZIP + 4 and ZIP + 4 Barcoded)	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	Zone Rate	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	Penalty USPS	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6					Express	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6								
L- (BA) (ZH)	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	L- (BA) (ZH)	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	L- (BA) (ZH)	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6																
F- (ZB) (FD)	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	F- (ZB) (FD)	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	F- (ZB) (FD)	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6																
P-	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	P-	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	P-	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6																
Regular CAR-RT Presort (CP)	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	Special Rate	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	Penalty Other Agencies	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6					Letter Class	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6								
L-	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	L-	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	L-	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6																
F-	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	F-	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	F-	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6																
P-	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	P-	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	P-	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6																
Non-Profit Bulk Rate (Include 3, 5 Digit Presort, ZIP + 4 and ZIP + 4 Barcoded)	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	Library Rate	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	Franked	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6					AO	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6								
L- (BA) (ZH)	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	L- (BA) (ZH)	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	L- (BA) (ZH)	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6																
F- (ZB) (FD)	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	F- (ZB) (FD)	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	F- (ZB) (FD)	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6																
P-	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	P-	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	P-	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6																
Non-Profit CAR-RT Presort (CP)	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	Bound Printed Matter	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	Free For Blind, Handicapped, U.S. Armed Forces	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6					Parcel Post	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6								
L-	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	L-	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	L-	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6																
F-	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	F-	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	F-	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6																
P-	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	P-	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	P-	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6																
Source Rate	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	Bound Printed Matter CAR-RT Presort	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6									M-Bag	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6								
L-	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	L-	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	L-	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6																
F-	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	F-	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	F-	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6																
P-	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	P-	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6	P-	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6	0 0 1 1 2 2 3 3 4 4 5 5 6 6																
Accountable Mail												OTHER															
Postage Due	Business Reply	Certified	COD	Insured	Registered	Registered and COD	Return Receipt	Other																			
0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 6 6 6 6 7 7 7 7 8 8 8 8 9 9 9 9	0 0 0 0 1 1 1 1 2 2 2 2 3 3 3 3 4 4 4 4 5 5 5 5 																							

3. NONACCOUNTABLE MAIL (continued)

Each nonaccountable mail piece should be recorded in one and only one section of the "Mail Count for Stop" pages.

Example: STOP #71 received:

43 single piece, 1st-class letters

2 presorted, 1st-class letters

1 bulk rate, nonprofit 3rd-class flat

7 ZIP + 4, 1st-class letters, marked "ZIP + 4 Presort

1 Third-class, 3-digit presort IPP (in hamper).

Because this is the total mail for Stop #71, the boxes for Stop #71 would be completed as follows:

Nonaccountable Mail	Letter Cased Mail	Flat Cased Mail	Parcels
First Class Single Piece (FN) L- 43 F- P-	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9
Presorted (FP) L- 2 F- P-	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9
CAR-RT Presort (CP) L- F- P-	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9
ZIP + 4 (Include ZIP + 4 Presort) (ZN) (ZP) L- 7 F- P-	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9

Third Class			
CHECK ALL MAIL MARKINGS BEFORE RECORDING			
Nonaccountable Mail	Letter Cased Mail	Flat Cased Mail	Parcels
Regular, Bulk Rate (Include 3, 5 Digit Presort, ZIP + 4 and ZIP + 4 Barcoded) L- (BA) (ZN) F- (ZB) (FD) P- (ZP)	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 1 2 3 4 5 6 7 8 9
Regular, CAR-RT Presort (CP) L- F- P-	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 1 2 3 4 5 6 7 8 9
Non-Profit, Bulk Rate (Include 3, 5 Digit Presort, ZIP + 4 and ZIP + 4 Barcoded) L- (BA) (ZN) F- (ZB) (FD) P- (ZP)	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 1 2 3 4 5 6 7 8 9
Non-Profit, CAR-RT Presort (CP) L- F- P-	0 0 0 1 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7 8 8 8 9 9 9	0 0 1 1 2 2 3 3 4 4 5 5 6 6 7 7 8 8 9 9	0 1 2 3 4 5 6 7 8 9
Duplicate Rate	0 0 0 1 1 1	0 0 1 1	0 1

F. COUNTING THE MAIL

Location of Accountable Mail section

Third Class				Fourth Class				Penalty—Franked—Free				International (Foreign Origin)								
CHECK ALL MAIL MARKINGS BEFORE RECORDING												SURFACE				AIRMAIL				
Nonaccountable Mail				Nonaccountable Mail				Nonaccountable Mail				Nonaccountable Mail				Nonaccountable Mail				
Letter Cased Mail	Flat Cased Mail	Parcels		Letter Cased Mail	Flat Cased Mail	Parcels		Letter Cased Mail	Flat Cased Mail	Par's		Letter Cased Mail	Flat Cased Mail	Par's		Letter Cased Mail	Flat Cased Mail	Par's		
Regular Bulk Rate (Include 3, 5 Digit Presort, ZIP + 4 and ZIP + 4 Barcoded)				Zone Rate				Penalty USPS				Express								
L—	0 0 0	0 0 0	0	L—	0 0 0	0 0 0	0	L—	0 0 0	0 0 0	0	L—	0 0 0	0 0 0	0	L—	0 0 0	0 0 0	0	
F—	1 1 1	1 1 1	1	F—	1 1 1	1 1 1	1	F—	1 1 1	1 1 1	1	F—	1 1 1	1 1 1	1	F—	1 1 1	1 1 1	1	
P—	2 2 2	2 2 2	2	P—	2 2 2	2 2 2	2	P—	2 2 2	2 2 2	2	P—	2 2 2	2 2 2	2	P—	2 2 2	2 2 2	2	
	3 3 3	3 3 3	3		3 3 3	3 3 3	3		3 3 3	3 3 3	3		3 3 3	3 3 3	3		3 3 3	3 3 3	3	
	4 4 4	4 4 4	4		4 4 4	4 4 4	4		4 4 4	4 4 4	4		4 4 4	4 4 4	4		4 4 4	4 4 4	4	
	5 5 5	5 5 5	5		5 5 5	5 5 5	5		5 5 5	5 5 5	5		5 5 5	5 5 5	5		5 5 5	5 5 5	5	
	6 6 6	6 6 6	6		6 6 6	6 6 6	6		6 6 6	6 6 6	6		6 6 6	6 6 6	6		6 6 6	6 6 6	6	
	7 7 7	7 7 7	7		7 7 7	7 7 7	7		7 7 7	7 7 7	7		7 7 7	7 7 7	7		7 7 7	7 7 7	7	
	8 8 8	8 8 8	8		8 8 8	8 8 8	8		8 8 8	8 8 8	8		8 8 8	8 8 8	8		8 8 8	8 8 8	8	
	9 9 9	9 9 9	9		9 9 9	9 9 9	9		9 9 9	9 9 9	9		9 9 9	9 9 9	9		9 9 9	9 9 9	9	
Regular CARRT Presort (CP)				Special Rate				Penalty Other Agencies				Letter Class								
L—	0 0 0	0 0 0	0	L—	0 0 0	0 0 0	0	L—	0 0 0	0 0 0	0	L—	0 0 0	0 0 0	0	L—	0 0 0	0 0 0	0	
F—	1 1 1	1 1 1	1	F—	1 1 1	1 1 1	1	F—	1 1 1	1 1 1	1	F—	1 1 1	1 1 1	1	F—	1 1 1	1 1 1	1	
P—	2 2 2	2 2 2	2	P—	2 2 2	2 2 2	2	P—	2 2 2	2 2 2	2	P—	2 2 2	2 2 2	2	P—	2 2 2	2 2 2	2	
	3 3 3	3 3 3	3		3 3 3	3 3 3	3		3 3 3	3 3 3	3		3 3 3	3 3 3	3		3 3 3	3 3 3	3	
	4 4 4	4 4 4	4		4 4 4	4 4 4	4		4 4 4	4 4 4	4		4 4 4	4 4 4	4		4 4 4	4 4 4	4	
	5 5 5	5 5 5	5		5 5 5	5 5 5	5		5 5 5	5 5 5	5		5 5 5	5 5 5	5		5 5 5	5 5 5	5	
	6 6 6	6 6 6	6		6 6 6	6 6 6	6		6 6 6	6 6 6	6		6 6 6	6 6 6	6		6 6 6	6 6 6	6	
	7 7 7	7 7 7	7		7 7 7	7 7 7	7		7 7 7	7 7 7	7		7 7 7	7 7 7	7		7 7 7	7 7 7	7	
	8 8 8	8 8 8	8		8 8 8	8 8 8	8		8 8 8	8 8 8	8		8 8 8	8 8 8	8		8 8 8	8 8 8	8	
	9 9 9	9 9 9	9		9 9 9	9 9 9	9		9 9 9	9 9 9	9		9 9 9	9 9 9	9		9 9 9	9 9 9	9	
Non-Profit Bulk Rate (Include 3, 5 Digit Presort, ZIP + 4 and ZIP + 4 Barcoded)				Library Rate				Franked				AO								
L—	0 0 0	0 0 0	0	L—	0 0 0	0 0 0	0	L—	0 0 0	0 0 0	0	L—	0 0 0	0 0 0	0	L—	0 0 0	0 0 0	0	
F—	1 1 1	1 1 1	1	F—	1 1 1	1 1 1	1	F—	1 1 1	1 1 1	1	F—	1 1 1	1 1 1	1	F—	1 1 1	1 1 1	1	
P—	2 2 2	2 2 2	2	P—	2 2 2	2 2 2	2	P—	2 2 2	2 2 2	2	P—	2 2 2	2 2 2	2	P—	2 2 2	2 2 2	2	
	3 3 3	3 3 3	3		3 3 3	3 3 3	3		3 3 3	3 3 3	3		3 3 3	3 3 3	3		3 3 3	3 3 3	3	
	4 4 4	4 4 4	4		4 4 4	4 4 4	4		4 4 4	4 4 4	4		4 4 4	4 4 4	4		4 4 4	4 4 4	4	
	5 5 5	5 5 5	5		5 5 5	5 5 5	5		5 5 5	5 5 5	5		5 5 5	5 5 5	5		5 5 5	5 5 5	5	
	6 6 6	6 6 6	6		6 6 6	6 6 6	6		6 6 6	6 6 6	6		6 6 6	6 6 6	6		6 6 6	6 6 6	6	
	7 7 7	7 7 7	7		7 7 7	7 7 7	7		7 7 7	7 7 7	7		7 7 7	7 7 7	7		7 7 7	7 7 7	7	
	8 8 8	8 8 8	8		8 8 8	8 8 8	8		8 8 8	8 8 8	8		8 8 8	8 8 8	8		8 8 8	8 8 8	8	
	9 9 9	9 9 9	9		9 9 9	9 9 9	9		9 9 9	9 9 9	9		9 9 9	9 9 9	9		9 9 9	9 9 9	9	
Non-Profit CARRT Presort (CP)				Bound Printed Matter				Free For Blind, Handicapped, U.S. Armed Forces				Parcel Post								
L—	0 0 0	0 0 0	0	L—	0 0 0	0 0 0	0	L—	0 0 0	0 0 0	0	L—	0 0 0	0 0 0	0	L—	0 0 0	0 0 0	0	
F—	1 1 1	1 1 1	1	F—	1 1 1	1 1 1	1	F—	1 1 1	1 1 1	1	F—	1 1 1	1 1 1	1	F—	1 1 1	1 1 1	1	
P—	2 2 2	2 2 2	2	P—	2 2 2	2 2 2	2	P—	2 2 2	2 2 2	2	P—	2 2 2	2 2 2	2	P—	2 2 2	2 2 2	2	
	3 3 3	3 3 3	3		3 3 3	3 3 3	3		3 3 3	3 3 3	3		3 3 3	3 3 3	3		3 3 3	3 3 3	3	
	4 4 4	4 4 4	4		4 4 4	4 4 4	4		4 4 4	4 4 4	4		4 4 4	4 4 4	4		4 4 4	4 4 4	4	
	5 5 5	5 5 5	5		5 5 5	5 5 5	5		5 5 5	5 5 5	5		5 5 5	5 5 5	5		5 5 5	5 5 5	5	
	6 6 6	6 6 6	6		6 6 6	6 6 6	6		6 6 6	6 6 6	6		6 6 6	6 6 6	6		6 6 6	6 6 6	6	
	7 7 7	7 7 7	7		7 7 7	7 7 7	7		7 7 7	7 7 7	7		7 7 7	7 7 7	7		7 7 7	7 7 7	7	
	8 8 8	8 8 8	8		8 8 8	8 8 8	8		8 8 8	8 8 8	8		8 8 8	8 8 8	8		8 8 8	8 8 8	8	
	9 9 9	9 9 9	9		9 9 9	9 9 9	9		9 9 9	9 9 9	9		9 9 9	9 9 9	9		9 9 9	9 9 9	9	
Ounce Rate				Bound Printed Matter CARRT Presort								M-Bag								
L—	0 0 0	0 0 0	0	L—	0 0 0	0 0 0	0	L—	0 0 0	0 0 0	0	L—	0 0 0	0 0 0	0	L—	0 0 0	0 0 0	0	
F—	1 1 1	1 1 1	1	F—	1 1 1	1 1 1	1	F—	1 1 1	1 1 1	1	F—	1 1 1	1 1 1	1	F—	1 1 1	1 1 1	1	
P—	2 2 2	2 2 2	2	P—	2 2 2	2 2 2	2	P—	2 2 2	2 2 2	2	P—	2 2 2	2 2 2	2	P—	2 2 2	2 2 2	2	
	3 3 3	3 3 3	3		3 3 3	3 3 3	3		3 3 3	3 3 3	3		3 3 3	3 3 3	3		3 3 3	3 3 3	3	
	4 4 4	4 4 4	4		4 4 4	4 4 4	4		4 4 4	4 4 4	4		4 4 4	4 4 4	4		4 4 4	4 4 4	4	
	5 5 5	5 5 5	5		5 5 5	5 5 5	5		5 5 5	5 5 5	5		5 5 5	5 5 5	5		5 5 5	5 5 5	5	
	6 6 6	6 6 6	6		6 6 6	6 6 6	6		6 6 6	6 6 6	6		6 6 6	6 6 6	6		6 6 6	6 6 6	6	
	7 7 7	7 7 7	7		7 7 7	7 7 7	7		7 7 7	7 7 7	7		7 7 7	7 7 7	7		7 7 7	7 7 7	7	
	8 8 8	8 8 8	8		8 8 8	8 8 8	8		8 8 8	8 8 8	8		8 8 8	8 8 8	8		8 8 8	8 8 8	8	
	9 9 9	9 9 9	9		9 9 9	9 9 9	9		9 9 9	9 9 9	9		9 9 9	9 9 9	9		9 9 9	9 9 9	9	
Accountable Mail												OTHER								
Postage Due	Business Reply	Certified	COD	Insured	Registered	Registered and COD	Return Receipt	Other	Nonaccountable Mail				Letter Cased Mail	Flat Cased Mail	Parcels					
L—	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0	Other				L—	0 0 0	0 0 0	0 0				
F—	1 1 1	1 1 1	1 1 1	1 1 1	1 1 1	1 1 1	1 1 1	1 1					F—	1 1 1	1 1 1	1 1				
P—	2 2 2	2 2 2	2 2 2	2 2 2	2 2 2	2 2 2	2 2 2	2 2					P—	2 2 2	2 2 2	2 2				
	3 3 3	3 3 3	3 3 3	3 3 3	3 3 3	3 3 3	3 3 3	3 3						3 3 3	3 3 3	3 3				
	4 4 4	4 4 4	4 4 4	4 4 4	4 4 4	4 4 4	4 4 4	4 4						4 4 4	4 4 4	4 4				
	5 5 5	5 5 5	5 5 5	5 5 5	5 5 5	5 5 5	5 5 5	5 5						5 5 5	5 5 5	5 5				
	6 6 6	6 6 6	6 6 6	6 6 6	6 6 6	6 6 6	6 6 6	6 6						6 6 6	6 6 6	6 6				
	7 7 7	7 7 7	7 7 7	7 7 7	7 7 7	7 7 7	7 7 7	7 7						7 7 7	7 7 7	7 7				
	8 8 8	8 8 8	8 8 8	8 8 8	8 8 8	8 8 8	8 8 8	8 8						8 8 8	8 8 8	8 8				
	9 9 9	9 9 9	9 9 9	9 9 9	9 9 9	9 9 9	9 9 9	9 9						9 9 9	9 9 9	9 9				

F. COUNTING THE MAIL4. ACCOUNTABLE MAIL:

All Accountable mail must be recorded in both the Accountable Mail and the Nonaccountable Mail sections of the Form 2858C.

- a. If a piece requires the carrier to collect money or obtain a signature at delivery (except Express Mail), record it in the Accountable Mail section.

Note: Special handling and special delivery pieces should not be recorded in the Accountable Mail section. They do not require the carrier to obtain a signature or collect money at delivery.

- b. The following services are separately listed on Form 2858C (note location of Accountable Mail section on previous page):

- o Postage Due must be marked only if the amount owed is collected at delivery. If the money due is obtained from a trust fund, do not record the pieces in the Accountable Mail section; record it only in the Nonaccountable Mail section.
- o Business Reply must be marked only if the amount owed for this service is collected at delivery. If the amount due is obtained from a trust fund, record the piece only in the "First-Class, Single Piece" Nonaccountable Mail section.

- o Certified
- o COD
- o Numbered Insured
- o Registered
- o the REG-COD combination
- o Return Receipt must also be marked for merchandise return receipt as appropriate. These receipts do not always require the carrier to obtain a signature or collect money at delivery.
- o Other (Accountable combinations).

- c. Record a piece with postage due in the Postage Due box only if it is not receiving one of the other listed services (e.g., Registered Mail). If a postage due piece is receiving another of the listed services, count and record it in the box for that service.

Example: A Registered letter has been marked "Postage Due." The piece will be recorded only in the box labeled "Registered."

- d. If a piece is not receiving a listed service, but is receiving a service that requires a signature or the collection of money at delivery, record it in the Other section.

- (1) A piece which requires a signature at delivery because it went through Customs, but is not receiving any of the listed special services, should be recorded in the Other section.

- (2) If the carrier will be collecting a fee on the street for a notice of correction in address (PS Form 3547), record the piece under Other.
- (3) If a piece receives a combination of special services (e.g., "Registered" and "Insured"), record it as "Other", and enter the combination of special services in Item 10, Comments.

- e. If Other is marked under "Accountable Mail" for any reason, record the reason in Item 10.
- f. If a piece is receiving one of the listed services, as well as other services which require the collection of a signature or money at delivery, record it in the box for the listed special service.

Example: Record a numbered insured parcel which also has a return receipt in the Insured box.

- g. Check Multi-delivery stops for deliveries which received accountable mail but might not have received nonaccountable mail.
- h. Be sure accountable mail is recorded in the appropriate Accountable and Nonaccountable sections.
- i. Restricted Delivery and Return Receipt Requested are additional services for Insured, Certified and Registered mail.

XIV. COMPLETION OF FORM 2858C AFTER DATA FOR LAST TEST STOP IS RECORDED

A. Carefully Check ALL Items on All Form(s) 2858C Used

1. Make certain that the following items are completed for every book used.

- a. Item 101: Test Date
- b. Item 102: Pay Period
- c. Item 103: Book No.
- d. Item 104: Total Number of Books
- e. Item 105: Test ID

2. In Book 1, Page 1, are the following completed?

- a. Item 102: Pay Period
- b. Item 106: Current Route Type
- c. Item 107: Number of Parts on Route
- d. Item 108: ZIP Code for the test route
- e. Item 109: VIM or VAN Route (If Item 109 is completed, check to make certain that only Items 117 through 124 have been completed. Note: Items 118 - 120 must

be completed only if current route data is different from that on the Label 34C).

- f. Item 110: Rescheduled. (If Item 110 is completed only Items 117 through 124 should be completed. See Note above.)
- g. Item 111: Trip No. of Tested Trip must be marked if applicable)
- h. Items 112 through 117: No. of Possible Stops; No. of Possible Deliveries; No. of Saturation Mailings; Time Used by Carrier, Overtime or Aux Time; and Time Used by Data Collector must be completed for the Book One of the test.
- i. Items 118 through 120 will be completed if Finance No., CAG, or Route No. differ from the information on Label 34C.
- j. Items 121 through 123: Facility name, Data Collector, and Data Collector Code must be completed for Book One of the test.

B. REVIEWING FORM(S) 2858C

1. Total No. of Books

Item 104: "Total No. of Books must be completed on every Form 2858C used for the tested route. It should be the same as the Book No. of the last Form 2858C (book) used.

2. Check every Form 2858C used for this route test. Be certain the following items are correctly entered on the Form 2858C.

Note: Make certain that Items 101 and 105 on each Form 2858C are exactly the same as on the Label 34C.

a. Item 101: Test Date

b. Item 102: Pay Period

c. Item 103: Book No.

d. Item 104: Total No. of Books (Forms 2858C)

e. Item 105: Test ID.

3. Check your comments in the "Comments" section(s) on each Form 2858C to be sure that for each comment that relates to a specific Item, the Item Number is given.

If there is a "Comment", has the Bullet for Item 124, (or Item 10), been marked?

4. Item 112. No. of Possible Stops on Route

- a. The number of possible Stops was computed by adding the possible Stops which followed the last tested Stop to the Stop number of the last tested Stop. The number of possible Stops should be no more than 9 plus the last Stop number.
- b. Item 112 should be blank when a route will not be tested on the scheduled test date because:
 - (1) it must be rescheduled;
 - (2) the route's current route type is not tested under this system;
 - (3) the route no longer exists;
 - (4) the route is operating as a VIM or VAN route on the test day; or
 - (5) there was no delivery on the test day (e.g., weather prevented delivery).
- c. Item 112, "Number of Possible Stops on Route," should be equal to or less than the "Number of Possible Deliveries on Route," Item 113.

If Item 112 is greater than Item 113, ask the carrier why and record the explanation in Item 124, on page 1, book 1 (e.g., the Form 1621, which provided the number for Item 113, might be out dated).

C. REVIEW OF PAGES 2-19 OF ALL FORMS 2858C

1. Each even numbered page must have a Stop number entered in the upper left hand corner, if that page has been used to record mail.
2. Check to make certain that "Possible Business Deliveries," "Business Deliveries With Mail," "Possible Residential Deliveries," and "Residential Deliveries With Mail" (Items 2-5) are completed.
 - a. If the entry for any of the above is zero, mark the bullet labeled, "If none, mark here." All the entries must be right justified and zero-filled.

Note: INFORMATION FROM THE QUESTIONS WILL BE USED TO ESTIMATE DELIVERY COVERAGE. IF ANY OF THE ITEMS IS LEFT BLANK, THE DATA FOR THE STOP WILL NOT BE USABLE.

3. When reviewing Items 1 through 5, immediately peruse Items 6 through 9. Make sure that the responses agree.

Example: There is a Stop number in Item 1, a number in Item 2, and zeros in Item 4 and Item 5:

If there are zeroes in Item 3, then Item 6 or Item 7 should be marked.

4. If no mail was reported for a tested Stop, "No Mail for This Stop" (Item 6) must be marked.

5. If some or all of the mail for the Stop has been relayed to the street, Item 7 must be marked.

6. Marking Items 8 and 9:

a. Single Delivery Business Stop:

Item 2 = 1 and Item 4 = 0;
Complete Item 9.

b. Single Delivery Residential Stop:

Item 2 = 0 and Item 4 = 1;
Do not complete either Item 8 or Item 9.

c. Multi-delivery Business Stop:

Item 2 = more than 1; Item 4 = 0.
Complete Item 8 and Item 9.

d. Multi-delivery Residential Stop:

Item 4 = more than 1; Item 2 = 0.
Complete Item 8.

e. Mixed Stop:

Item 2 plus Item 4 = more than 1; neither = 0.
Complete Item 8.

7. Be sure that the appropriate FOSDIC areas are marked to indicate mail for each Stop.

8. Mail counts written in next to the letters (L, F, P) should not overflow into the FOSDIC areas or be near the small black squares on each page (which are used to control FOSDIC reading).

APPENDIX A: PART OF ROUTE TO BE TESTED ON MULTI-CARRIER ROUTES

DAY OF MONTH	NUMBER OF PARTS IN ROUTE									
	2	3	4	5	6	7	8	9	10	
1	1	1	1	1	1	1	1	1	1	
2	2	2	2	2	2	2	2	2	2	
3	1	3	3	3	3	3	3	3	3	
4	2	1	4	4	4	4	4	4	4	
5	1	2	1	5	5	5	5	5	5	
6	2	3	2	1	6	6	6	6	6	
7	1	1	3	2	1	7	7	7	7	
8	2	2	4	3	2	1	8	8	8	
9	1	3	1	4	3	2	1	9	9	
10	2	1	2	5	4	3	2	1	10	
11	1	2	3	1	5	4	3	2	1	
12	2	3	4	2	6	5	4	3	2	
13	1	1	1	3	1	6	5	4	3	
14	2	2	2	4	2	7	6	5	4	
15	1	3	3	5	3	1	7	6	5	
16	2	1	4	1	4	2	8	7	6	
17	1	2	1	2	5	3	1	8	7	
18	2	3	2	3	6	4	2	9	8	
19	1	1	3	4	1	5	3	1	9	
20	2	2	4	5	2	6	4	2	10	
21	1	3	1	1	3	7	5	3	1	
22	2	1	2	2	4	1	6	4	2	
23	1	2	3	3	5	2	7	5	3	
24	2	3	4	4	6	3	8	6	4	
25	1	1	1	5	1	4	1	7	5	
26	2	2	2	1	2	5	2	8	6	
27	1	3	3	2	3	6	3	9	7	
28	2	1	4	3	4	7	4	1	8	
29	1	2	1	4	5	1	5	2	9	
30	2	3	2	5	6	2	6	3	10	
31	1	1	3	1	1	3	7	4		

To use this table:

1. Read down the left column to find the day of the month.
2. Read across the "day of the month" row to that column which corresponds to the number of parts in the route.

- K. Multi-Delivery Stop is a Stop where there will be several possible deliveries at one possible Stop.
1. Neighborhood Delivery and Collection Box Units (NDCBU) are generally pedestal mounted receptacles. See Figure 1. They are normally used in areas of townhouses and detached single family dwellings.
 2. Delivery/Postal Centers are shelter type units consisting of groups of receptacles mounted in a free standing structure. See Figure 2. They are normally used in areas of townhouses, semi-detached homes, mobilhome parks, and apartment complexes.
 3. Office/Apartment Building Mail Receptacles, Front-Loaded are Groups of mail receptacles in office or apartment/condominium buildings which are front-loaded by a carrier. See Figure 3.
 4. Office/Apartment Building Mail Receptacles, Rear-Loaded are Groups of mail receptacles in office or apartment/condominium buildings which are rear-loaded by a carrier. See Figure 4.

3. The number found by following the instructions in 1 and 2 indicates which part of the route to test. For example, if a route with six parts was being tested on the 10th of the month, its fourth part would be tested. If the same route was being tested on the 20th of the month, its second part would be tested.

The City Carrier Route Test, Form 2858C, significantly increases the precision and reliability of the data obtained from the tested routes. Exhibit 1 identifies these major characteristics and the related benefits to data collectors, carriers, and the cost system.

EXHIBIT 1

CHARACTERISTICS OF TEST

10% of Stops on route are sampled.

Mail volumes are obtained after mail is cased.

Count of pieces by mail classes/subclasses and special services is obtained.

Information on delivery and Stop coverage collected is obtained.

Information on type of Stop is collected.

Information on mail mix by Stop is retained for individual Stops.

FOSDIC format is read by an optical scanner.

A microfilm record of the test is made.

ADVANTAGE OF APPROACH

This saves time of data collector, delays carrier less.

Mail volumes include only mail which will actually be delivered by carrier.

This data can be used to refine cost allocations among mail classes/- subclasses and special services.

Coverage measures can be used to examine how mail volume is related to delivery costs.

Type of Stop data can be used to examine how mail volume and mail mix are related to Stop type.

Individual Stop data can be used to examine how mail classes/subclasses are related to route coverage.

Key punch errors are eliminated.

An easy-to-store permanent record of the test is available.

The data collector and the carrier must understand the following definitions to properly collect and record information for the test.

TYPES OF DELIVERIES:

- A. Delivery is a service to a mail receptacle or to an individual authorized to receive mail (mail drop).

Examples of deliveries are:

- o a mail box or slot at a residence
- o a box in a row of curblin boxes
- o an apartment box in a bank of boxes
- o a mail drop to a receptionist in an office
- o a mail drop to a desk clerk at an apartment building
- o a box/section in a centralized delivery unit.

- B. Possible Delivery is any delivery on the test route which may receive mail from a carrier on the test day.

It does not matter whether the delivery receives mail on the test day. What matters is that if there was mail for the delivery, it would be delivered by a carrier.

1. Where delivery of mail would not be effected by a carrier, it is not a possible delivery for purposes of this test.

2. If the mail for a delivery will be held out (e.g., vacation hold mail), forwarded, or picked up by a customer on the test day, the receptacle or mail drop is not a possible delivery since mail service to this delivery would not be provided by a carrier.
3. If the carrier has mail for a customer hold-out which he will deliver on the street (e.g., an accountable or Express Mail piece arrives after the customer has called for the mail but before the carrier leaves the office); then, since an actual delivery will occur, it is also counted as a possible delivery.
4. If a government or business office is closed on the day of the test and the carrier would not attempt to make a delivery, the receptacle or mail drop for that office should not be considered a possible delivery.
5. Whether to count the deliveries in a relay as possible deliveries depends on how the relayed mail gets to the customers.
 - a. If the carrier will deliver the mail after it is relayed, each receptacle to which it could be distributed counts as a possible delivery.
 - b. If the carrier has no further contact with the mail once it leaves the office (e.g., it is merely dropped off by a relay person), deliveries associated with the relay should not be counted as possible deliveries.

6. Vacant properties are not counted as possible deliveries.

- C. Residential Delivery is any service to a mail receptacle or a mail drop at a location where individuals live.

Examples: deliveries to single or multi-family homes, apartments, and dormitories are residential deliveries.

If a business operates from a residence, the delivery is not a residential delivery.

- D. Business Delivery is any service to a mail receptacle or a mail drop at a location which is not a residence.

Examples:

- o deliveries to firms, factories, and other commercial enterprises; or
- o deliveries to schools, churches, hotels, doctors, lawyers, hospitals and other community or governmental organizations are business deliveries.

A delivery to a residence where business is conducted is a business delivery.

Note: For this test, each delivery must be classified as either residential or business, but not both.

TYPES OF STOPS:

- E. A Stop is a point where a carrier physically stops to deliver mail to one or more mail receptacles or to an individual authorized to receive mail (e.g., a desk clerk at an apartment building).

Note: A vehicle Stop or a Stop at a building is not a Stop for this test unless it occurs at a mail receptacle, at a group of receptacles, or at a point where mail is dropped to an individual authorized to receive mail.

- F. A Possible Stop is a point where a carrier may make a Stop to deliver mail.

To be counted as a possible Stop, it does not matter whether the Stop actually receives mail on the test day. What matters is that if there was mail for one or more deliveries at a Stop, a carrier would make a Stop to deliver it.

1. Where delivery of mail at a Stop would not be effected by a carrier, it is not a possible Stop for purposes of this test.
2. If mail for a Stop will be held out, forwarded, or picked up by a customer on the test day, this does not count as a possible Stop.
3. If a government or business office is closed on the day of the test and the carrier would not attempt to serve it, the Stop should not be considered a possible Stop.

4. If a carrier will deliver mail to a customer hold-out (e.g., an accountable or express mail which arrived after the customer had picked up his mail); then, since an actual Stop will be made, it is also counted as a possible Stop.
 5. Whether to count the Stops in a relay as one or more Stops depend on how the relayed mail gets to the customers.
 - a. If the carrier will deliver the mail after it is relayed, each Stop at which mail could be distributed is a possible Stop.
 - b. If a carrier has no further contact with the mail once it leaves the office, the Stops associated with the relay should not be counted as possible Stops.
 6. Vacant properties should not be counted as possible Stops.
- G. A Residential Stop is a Stop where all of the possible deliveries are residential deliveries. If a Stop has only one possible delivery and it is a residential delivery, the Stop is considered a single-delivery residential Stop.

The Special Rule for Multi-delivery Residential Stops

If even one possible delivery at the Stop is a business delivery (even though all the other possible deliveries are residential deliveries), the Stop is not a residential Stop, it is a mixed stop. (See paragraph I, below.)

H. A Business Stop is a Stop where all of the possible deliveries are business deliveries.

1. The Special Rule for Multi-delivery Business Stops

If even one possible delivery at the Stop is a residential delivery, even though all the other possible deliveries are business deliveries, the Stop is not a business Stop; it is a mixed Stop. (See paragraph I below.)

2. Types of Business Stops:

- a. Financial, Insurance or Real Estate is a Stop at a firm (or firms, if a multi-delivery Stop) engaged in the financial (e.g., banks, stock brokerages), insurance or real estate business.
- b. Manufacturing is a Stop at a firm (or firms, if a multi-delivery Stop) engaged in manufacturing. This includes construction firms and firms involved with the production of "goods" from the land (crops, oil, minerals, etc.).
- c. Transportation or Utilities is a Stop at a firm (or firms, if a multi-delivery Stop) engaged in the business of providing transportation (e.g., trucking companies, bus lines) or utilities (e.g., phone, gas, water companies).

2. Types of Business Stops (continued)

- d. Services is a Stop at a business (or businesses, if a multi-delivery Stop) which is involved in the provision of services. This is a broad category which would include governmental/public organizations (e.g., Veterans Administration, schools, hospitals) and private individuals or organizations (e.g., doctors, law firms, dry cleaners, auto repair shops) which provide services.
- e. Wholesale/Retail is a Stop at a business (or businesses, if a multi-delivery Stop) where items are offered for wholesale or retail sale (e.g., food brokers and distributors, restaurants, gas stations, clothing stores).
- f. Other is a Stop at a business (or businesses, if a multi-delivery Stop) which is not described by one of the categories above.

Include in Other those multi-delivery Stops where the deliveries fall in more than one of the above categories.

- I. Mixed Stop is a Stop where there are both residential and business deliveries.
- J. Single Delivery Stop consists of most Stops which have one Stop, one mail receptacle (e.g., single family residence, gas station, business building containing one business, etc.)

Figure 1: Neighborhood Delivery and Collection Box Unit (NDCBU)

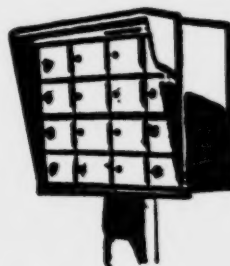
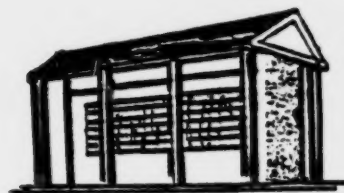
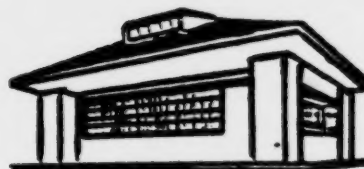


FIGURE 2: DELIVERY CENTER



POSTAL CENTER



OFFICE/APARTMENT BUILDING MAIL RECEPTACLES

FIGURE 3: FRONT-LOADED

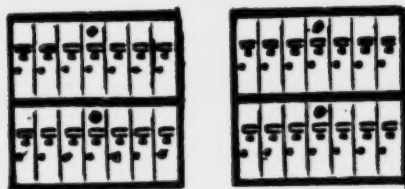
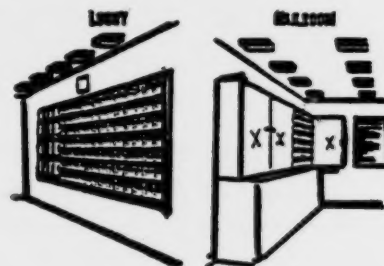


FIGURE 4: REAR-LOADED



K. Multi-Delivery Stop (continued)

5. Curblin Boxes are groups of rural type mail receptacles located at the curblin, with delivery made by motorized carriers from their vehicles.
6. Two, Three, Four Family Houses are traditional two, three, or four flat houses, duplexes, triplexes with each house usually having its own outside box, or mail slots in the door.

Note: Townhouses which have individual mail boxes (not cluster boxes) are single family residences, not multi-delivery Stops.

7. Other consists of other situations where delivery is made to more than one mail receptacle while making only one Stop. For example, delivery to multi-family dwellings where a group or groups of mail receptacles are located so that all may be served during a single Stop.

Examples:

1. Two groups of boxes on a right angle corner so that the carrier can deliver to all as one Stop.
2. Boxes on either side of a narrow hall or porch, such that a carrier may deliver to all without Stopping more than one time.
3. Rental post office box arrangements.

Note: Some mail receptacle arrangements may include more than one possible Stop as well as several possible deliveries. This will be discussed in the section "IDENTIFYING STOPS."

L. VIM Route

A VIM (Vertical Improved Mail) Route is a route where mail is delivered directly to the mailroom(s) of office or residential buildings/locations. At the building/location, a carrier or clerk will sort/case the mail and place it in the appropriate receptacles. VIM Routes are not to be tested.

M. Van Route

A Van route is defined as involving carriers of more than two routes traveling to their starting location in a single vehicle, which departs at a set time. Van Routes are not to be tested.

INSTRUCTIONS FOR FORM 2858C-MD

2858C-MD is the Multi-Delivery Stop Data Form (more than five deliveries for Stop)

The 2858C-MD is to be used (whenever a multi-delivery Stop has more than five deliveries) to record the mail piece volume, by category, for a multi-delivery Stop (i.e., mail sequenced for delivery at an NDCBU).

Example: The carrier cases mail for the NDCBU, one slot for each customer; or the carrier cases mail in one or more slots sequentially.

The 2858C-MD will be used to record the total number of mail pieces by class/category, for the Stop.

At the completion of the test, the tally marks will be totalled and entered in the 2858C for the Stop.

The 2858C-MD will be submitted with the test to the MSC office for purposes of review.

The 2858C-MD will NOT be submitted to the regional Rates & Classification Center.

The 2858C-MD will be held by the MSC and filed with the Quarterly City Carrier Route test schedule.

This is NOT an official form. Supplies are to be local (the form can be photocopied to ensure an adequate supply at your MSC).

MULTI-DELIVERY STOP DATA (More than 5 deliveries per STOP)							
INSTRUCTIONS							
1. Use this format where there are more than five deliveries per STOP.				4. For each delivery record the number of pieces delivered by shape and rate category (class). When all deliveries have been recorded calculate and record the TOTAL number of pieces in the TOTAL columns by shape and class, for the STOP.			
2. Use ONLY one copy per STOP.				5. THE COMPLETED COPY MUST BE RETURNED TO YOUR NSC WITH FORM 2658-C.			
Test I.D. Number				STOP Number			
Class		Letter	Total	Flat Cased	Total	Parcels	Total
First-Class	Single Piece						
	Presort						
	CAR RT Presort						
	ZIP + 4						
	Private Mailing Card						
	PMC Presort						
	PMC CAR RT Presort						
	PMC ZIP + 4						
Postal Card							
Priority							
Mailgram							
Express Mail							
Second-Class							
Third-Class	Reg. Bulk Rate						
	Reg. CAR RT Presort						
	Non-Profit Bulk Rate						
	Non-Profit CAR RT						
	Quince Rate						
Fourth-Class	Zone Rate						
	Special Rate - Single Piece						
	Special Rate - Presort						
	Library Rate						
	Bound Printed Matter						
Penalty Franked Free	USPS						
	Other Agencies						
	Franked						
	Free						
International	Express Mail						
	Letter Class						
	A0						
	Parcel Post						
Other	Non-Insurable						

The 2858-Worksheet may be used to record the presence or absence of mail at individual Stops where several deliveries are possible. (See the example on the next page.)

Note: The 2858-Worksheet is not supplied by headquarters or the regional office. If you wish to use the worksheet as an aid, please make copies locally.

1. If there are five or more deliveries at a test Stop, the 2858-Worksheet for Multi-delivery Stops is useful in keeping track of which deliveries receive mail. You do not need to record what kind of mail each delivery receives, just that the Stop received mail.
2. To save time when using the Worksheet, ask the carrier to write down the apartment or office numbers associated with the Stop being tested while you count the mail for a multi-delivery Stop. When you complete the mail count for the Stop, record it on pages 2 (4, 6, 8, etc.) of Form 2858C.

Have the carrier go through the mail, placing a check mark next to each apartment or office number as mail addressed to it is encountered. As other mail (e.g., parcels or accountables) for a multi-delivery Stop is counted and recorded, be sure to check off the apartment or office numbers that receive such mail.

3. Count the number of deliveries checked on the Worksheet. This number should equal the number recorded in Item 3 (Business Deliveries with Mail) and/or Item 5 (Residential Deliveries with Mail).

Note: USE OF THIS WORKSHEET IS VOLUNTARY

[illegible]

Form 2858C, the City Carrier Route Test, is part of the Carrier Cost System. It is a 20-page booklet, which is set up so information about the tested route is recorded on page 1.

Information about the volume and classes of mail delivered at each tested Stop on the route is recorded on pages 2 through 19.

Usually, more than one booklet must be completed to record the required information for each tested route.

1. Form 2858C, the city Carrier Route Test, has been designed to be read by the FOSDIC 2858C (Film Optical Sensing Device for Input to Computer) system.
2. The FOSDIC system uses a thin beam of light to examine the entries on the Form 2858C. Although FOSDIC can only tell the difference between light and dark, this is enough to tabulate the entries made on Form 2858C as long as they are legible.
3. The FOSDIC system is easily confused by fingerprints, folds, smudges, cigarette ashes, or burns. Therefore, it is important that you make only the proper entries and that you keep the questionnaire neat and clean.
4. When completing the 2858C form:
 - a. Use a black No. 2 lead pencil to mark the circles and/or mark numbers. DO NOT use ball point, felt tip, or other pens.
 - b. Press down hard enough so the entry is dark. A light entry will not be read.
 - c. Generally, you must mark all leading and trailing zeroes.

- d. Do not make extra marks close to the FOSDIC (black square) areas. When marking a circle or number, do not allow the mark to get outside of the circle or number.
 - e. Do not fold, tear, staple, or otherwise damage the edges of the Form 2858C, as FOSDIC begins reading the questionnaire at the edge of each page.
 - f. Do not make notes on the form, except in the "Comments" section and in the non-FOSDIC areas (where the mail class/subclass is printed) on pages 2 through 19.
 - g. Do not submit photocopies of the form.
5. The following illustrations are examples of some of the FOSDIC notations used on Form 2858C.
- a. Test ID: 288519
 - b. Time used by data collector to take test and complete the forms: 1 hour 27 minutes
 - c. First-Class, ZIP + 4:
 - (1) Letter cased mail: 2 pieces
 - (2) Flat cased mail: 4 pieces
 - (3) Parcels: 0 pieces.

a.

105. TEST I. D.

0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

b.

117. Time Used by DATA COLLECTOR to Take Test and Complete Forms (Include Travel)

H	M
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9

(If More Than 5 Hours, Explain in Comments)

c.

Nonaccountable Mail	Letter Cased Mail	Flat Cased Mail	Parcels
ZIP + 4 (Include ZIP+4 Presort) (ZN) (ZP)			
L-2			
F-4			
P-			

Note: If you fill the wrong circle or mark the wrong number, erase the mark carefully and completely; then mark the correct circle or number.

A. Identifying and Selecting Stops to be Tested

This is an extremely important part of the test and requires careful attention. Some carriers associate "Stop" with the number of buildings they enter, or the number of times they Stop their vehicles. All carriers must understand what "Stop" means within the context of a City Carrier Route Test.

1. Definition of "STOP": Ask the carrier to think of all the times he or she must physically Stop to deliver mail to one or more mail receptacles.
 - a. For a route composed entirely of single family homes a "Stop" will be synonymous with delivery and address. Hence, the carrier will make 1 physical Stop at each street address to deliver to one mail receptacle.
 - b. If the route includes office and/or apartment buildings, the number of Stops will differ from the number of deliveries for addresses on the route.

Examples:

- (1) If the carrier dropped off all mail for an office building at one place, there would be one Stop and one delivery at the building's address.
- (2) If the carrier made a separate trip to each office in the building, there would be as many Stops as there were offices in the building, with each possible Stop having one possible delivery.

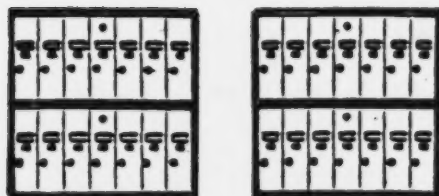
- (3) If the carrier made Stops at groups of mail receptacles in the building, the number of possible Stops would be less than the number of possible deliveries, since there would be several deliveries at each Stop.

Apartment buildings, delivery centers, and postal centers present additional complications when counting Stops because the number of Stops is affected by how the mail receptacles are grouped. What looks like one bank of boxes to a customer may require several Stops by a carrier, as the examples on the next page illustrate.

In an apartment building, in addition to making Stops at banks of boxes, the carrier may also deliver mail to each business that has an office in the building. These separate office trips to deliver mail must be counted as Stops.

In Example A, below, if there were seven offices in the building and the carrier delivered mail to each of them after he delivered mail to the boxes (two Stops), there would be a total of nine Stops in that building.

Example A



Example B



Example A requires only two Stops, although there are four sections of boxes. Since the sections are arranged vertically, the carrier would make one Stop to serve sections 1 and 2 and another for sections 3 and 4 (each Stop indicated by an "X").

Example B shows what looks like one bank of boxes to customers, but is really three sections of boxes, with each section requiring one Stop.

2. Differences among "street address," "Stop," and "delivery," are not always clear. Make sure that the carrier understands the differences among "street address," "Stop," and "delivery." Sections 3 and 4 pinpoint what should, and should not, be counted as possible Stops and possible deliveries. A "street address" may have one, several, or no Stops, and 1, several or no deliveries. See Appendix C, for definitions of Stops and Deliveries.
3. Answers to the following questions may determine the number of possible Stops:
 - o How does the carrier deliver mail within an office building?
 - o Does the carrier go to each office or does he deliver mail for several offices to one place?
 - o Any apartment buildings?
 - o How are the mail receptacles arranged?
 - o Where does the carrier Stop to deliver mail to one or more mail receptacles?
 - o Any delivery centers, postal centers, neighborhood delivery and collection boxes?
 - o How many Stops does the carrier make to deliver mail to these units?

4. NONE of these should be counted as possible Stops:

- o Any vacant homes or businesses
- o Any addresses where all the mail is being forwarded
- o Any vacation holds, if all the mail is being held
- o Any Stops where the customer picks up all the mail
- o Any businesses on the route that are not served on the test day (e.g., because the business is closed on the test day).

B. Determining "Stops" Where Part of Test Route Is Delivered by Another Carrier or Carrier for Test Route Delivers Part of Another Route

1. On the day of the test:
 - a. Part of the test route may be delivered by a carrier on another route
 - b. The carrier for the test route may be delivering part of another carrier's route (e.g., hand-offs, courtesies, or route pivoting.)
2. Whether or not these hand-offs are considered Stops depends on whether the hand-off is permanent or temporary.
 - a. Consider the arrangement permanent if:
 - 1) the auxiliary assistance is provided four or more days each week; or
 - 2) the auxiliary assistance has been provided for over one month and the arrangement is not due to:
 - a) a carrier being on light duty; or
 - b) pivoting occurring during vacation time, or when the office has authorized positions but no people to fill them.
 - b. Any other arrangement, other than those above, is considered temporary.

3. On the test day when part of the test route is being delivered by a carrier other than the one assigned to the route:
 - a. Temporary arrangement exists when the Stops associated with that part of the route must be considered in selecting the Stops to be tested. The Stops associated with this arrangement are generally delivered by a carrier other than the regular carrier assigned to the route.
 - b. Permanent arrangement exists when these Stops should be ignored in selecting the Stops to be tested. The Stops associated with this arrangement are delivered by another carrier as part of a permanent feature of the route.
 4. On the day of the test when the carrier for the test route will be delivering part of another route:
 - a. Temporary arrangement exists when the Stops associated with the "add-on" or temporary part of the carrier's route should be ignored in selecting the Stops to be tested,
 - b. Permanent arrangement exists when these Stops associated with another route must be considered in selecting the Stops to be tested.
- C. Selecting Stops to be Tested from the Total Number of Stops on the Route

1. Identification of the first possible Stop. Make certain that the carrier understands what a possible Stop is. Ask the carrier to identify the first possible Stop to which he would deliver mail if there was mail for the Stop. Repeat that it does not matter whether the Stop actually receives mail on the test day. If the Stop was to receive mail, would the carrier deliver it?
2. Determining the number of Stops to be tested. Ten percent of all possible Stops on the test route will be tested. One Stop from the first 10 possible Stops on the route is randomly selected and then every 10th possible Stop thereafter.
3. Identification of the first Stop to be tested. To select a Stop from the first 10 Stops, use the last digit of the Test I.D. for the scheduled test. The Test I.D. is on Label 34C.

Example: If the scheduled test has a Test I.D. of 169323, the 3rd possible Stop would be the first Stop to be tested.

Note: If the Test I.D. ends in "0" (zero), the first tested Stop would be the 10th Stop.

4. Identification of all Stops to be tested. Have the carrier count possible Stops until the random start number is reached. Bracket the mail for the Stop with two long cards so that the Stop to be tested will stand out. As the carrier continues counting Stops, start with

the bracketed Stop and bracket the mail for every 10th possible Stop thereafter. After the mail for all test Stops has been bracketed:

- a. Complete Item 112 on page 1, book 1 (See page 26); then,
- b. Go to page 2 of Form 2858C. Follow the instructions for completing the "Mail Count for Stop" pages.

Example: If the Test I.D. ends in "6," the Stops to be tested would be "6," "16," "26," "36," etc.

If the Test I.D. ended in "0," the Stops to be tested would be: 10, 20, 30, ...

5. Determining "Stops" when a city carrier delivers parcels for other city carriers. (Example: a motorized carrier delivers parcels weighing over 2 pounds for foot carriers.)

When determining the number of Stops on the tested Route:

1. Count the number of Stops to which parcels will be delivered for other carriers on the test day.
2. Add that total to the regular number of possible Stops on the tested route.

3. Enter the total number of "Stops to which parcels will be delivered for other carriers on the test day" and "the regular number of possible Stops on the tested route" in Item 112.

When completing the Form 2858C:

1. Take a 10% sample of the addresses to which the "parcels delivered for other routes" will be delivered.
2. Each of the addresses in the 10% sample is an additional Stop to be tested on the tested route.

Example: If there are 220 possible Stops on the tested route, and the last Stop is 218, two Stops remain. Parcels for other carriers are delivered to 50 additional addresses on the test day. (Add the 50 additional Stops, making a total of 270 Stops.) Continue to sample every tenth Stop.

The next Stop would be the eighth (8th) Stop (address) to which the carrier on the tested route delivered another carrier's parcel(s).

The 8th address to which other carriers' parcels are delivered is Stop 228; the 18th address is Stop 238. Continue in this way up to the 48th address, which is Stop 268 and the Last Stop on the test day.

D. Counting Stops and Deliveries, Practice Exercises

	<u>Stops</u>	<u>Deliveries</u>
1. <u>105 Boston St.</u> has a change of address card in the carrier's separation.	-----	-----
2. <u>110 Boston Rd.</u> is a 2-family house (110A & 110B); 2 doors, each with mail slot; both occupied.	-----	-----
3. <u>2 Walnut Ave.</u> family is on vacation; and mail is being delivered to friends at <u>4 Walnut Ave.</u>	-----	-----
4. <u>4 Walnut Ave.</u> a one family house, which has one mailbox and <u>2 Walnut Ave.</u> mail is being delivered here. (See 3)	-----	-----
5. <u>6 Walnut Ave.</u> family is on vacation; mail is being forwarded except and parcel Third-class, which are being held.	-----	-----
6. <u>10 Walnut Ave.</u> customer has a box at the Post Office to which any mail addressed to his street address is forwarded.	-----	-----
7. <u>12 Walnut Ave.</u> A shoe company, mail is delivered to a receptionist except for parcels; parcels are delivered to a platform at the rear of the building.	-----	-----
8. <u>12 Norris Dr.</u> distribution clerk gives all mail directly to Parcel Post driver, because of high volume.	-----	-----
9. <u>14 Norris Dr.</u> is a medical building. All BRs and certified mail goes to receptionist. All other mail is delivered to each of the 12 doctor's offices.	-----	-----

D. Counting Stops and Deliveries, Practice Exercises

	<u>Stops</u>	<u>Deliveries</u>
10. <u>16 Norris Dr.</u> is a 2-family house. There is one mailbox at the back of the house for the second floor, and one on the front porch for the first floor. The carrier always drops all of the mail for both families in the box on the porch.	-----	-----
11. <u>18 Norris Dr.</u> is a 20-apartment building. As the carrier walks in the door, there is a group of 20 letter size receptacles to the left. Behind the door to the right are two groups of receptacles for all other mail; each group is two columns of five boxes, the groups are separated by pillars that are 3 feet wide.	-----	-----
12. <u>22 David Place</u> is a 300-family apartment complex. All mail is held out directly on the Distribution Case. After the foot carrier racks and ties out this mail, a Parcel Post carrier delivers it to the relay box on the foot carrier's route. Later the foot carrier delivers the mail to each of the 10 buildings in the complex. Each building has two sets of mail receptacles (each set contains 15 receptacles); one set to the left.	-----	-----
13. <u>18 David Place</u> is a three-floor three-family house, with three mail receptacles to the left of the front door (one door only). An elderly person lives on the third floor. Each day the carrier puts mail into two receptacles and if there is any mail for the elderly person, he delivers it to the third floor.	-----	-----
14. <u>4 Jay Court</u> is a single-family dwelling with an office in his home. There is only one mailbox. For the City Carrier Test, what kind of Stop is this?	-----	-----

APPENDIX F.

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D. Counting Stops and Deliveries, Practice Exercises

Stops Deliveries

15. Mail for a 14-office building is delivered to one group of 14 front-loaded mail receptacles. On the test day the carrier also has registered mail for six offices.

D. Counting Stops and Deliveries, Answers

	<u>STOPS</u>	<u>Deliveries</u>	
1.	<u>0</u>	<u>0</u>	
2.	<u>2</u>	<u>1 each</u>	
3.	<u>0</u>	<u>0</u>	
4.	<u>1</u>	<u>1</u>	
5.	<u>0</u>	<u>0</u>	
6.	<u>0</u>	<u>0</u>	
7.	<u>2</u>	<u>1 each</u>	
8.	<u>0</u>	<u>0</u>	
9.	<u>13</u>	<u>13</u>	(1 - all BRs and certified) (12 - 1 each)
10.	<u>1</u>	<u>1</u>	
11.	<u>3</u>	<u>40</u>	(1 - 20 deliveries) (2 - 10 each)
12.	<u>20</u>	<u>300</u>	(10 buildings, two Stops per building) (two Stops/building, 15 deliveries each)
13.	<u>2</u>	<u>3</u>	(1 - two deliveries) (1 - one delivery)
14.	<u>1</u>	<u>1 business delivery</u>	
15.	<u>7</u>	<u>20</u>	(1 - 14 deliveries) (6 - one delivery each)

THE LABEL 34C

A yellow gummed label, Label 34C, contains the information needed to conduct a City Carrier Route test: test date; test location (Post Office); finance number, CAG and ZIP code of the test location; route type and route number of the route to be tested; and the Test ID.

Test I.D.		Post Office Name		
CAG	Finance No.	Scheduled Test Date	Route Type	Route No.
MSC Name			ZIP + 4	

Label 34-C, January 1988

Each MSC should have a set of blank Labels 34C which are to be used to create new labels for rescheduled tests. If you run short, call your RCC.

Note: No Labels are used on Supplemental books needed for a Route Test. If you use six Forms 2858C (6 Books), only Book 1 should have a label.

Approximately 3 weeks prior to the start of each fiscal quarter, each MSC must download the Label 34C Printouts from the ORFEO System for the tests which are scheduled for that quarter. The Label 34C Printout job must then be copied on to blank Label 34Cs for use during the quarter.

- (1) Each Label 34C will be copied with the information necessary to determine the date and location of the test and the route to be tested.
- (2) The MSC is responsible for gluing each Label 34C in the upper left corner of a Form 2858C, which will then be used as Book 1 when the route is tested.
- (3) Prior to the start of a pay period, each preprinted Label 34C should be affixed to a blank Form 2858C.

A copy of a Label 34C is provided below. Study this label carefully.

Test I.D. 326540		Post Office Name CHICOPEE MA		
CAG C	Finance No. 24-1377	Scheduled Test Date MARCH 9, 1990	Route Type 1560	Route No. 13005
MSC Name SPRINGFIELD MA			ZIP + 4 12345-6666	

Label 34-C, January 1988

The Label 34C tells you the Test ID.

The Test ID is critical. It must be recorded on page 1 of every Form 2858C used during the route test.

Label 34C also tells you:

1. The MSC and the name of the Post Office where the city carrier route to be tested is located; and

2. The finance number, CAG, and route number for the tested route. These will be compared with the finance number, CAG, and route number obtained from the carrier or carrier supervisor. If Label 34C information differs from that obtained at the test site, fill in Items 118 through 120 of Form 2858C.

Printed on the Label 34C are three other pieces of information needed to carry out a city carrier route test:

- o Scheduled test date
- o Route type
- o ZIP + 4 Code

Test I.D. 326540		Post Office Name CHICOPEE MA		
CAG C	Finance No. 24-1377	Scheduled Test Date MARCH 9, 1990	Route Type 1560	Route No. 13005
MSC Name SPRINGFIELD MA			ZIP + 4 12345-6666	

Label 34-C, January 1988

A. Rules for Selecting a Reschedule Date When Overnight Lodging Was Not Required:

1. If a route scheduled to be tested on Saturday does not operate on Saturday, reschedule the test for the following week in accordance with the following:

1st Saturday of the month should be tested on Monday.

2nd Saturday of the month should be tested on Tuesday.

3rd Saturday of the month should be tested on Wednesday.

4th Saturday of the month should be tested on Thursday.

5th Saturday of the month should be tested on Friday.

2. If the test route's regular carrier (or a T-6 who is familiar with the route) will be available the following week, reschedule the test on the same day for which it was originally scheduled.
3. If the regular carrier (or T-6) will not be available on that day, (e.g., the carrier and T-6 are not scheduled to work that day, or it is a holiday), reschedule the test for the first available day, beginning one week after the scheduled test day.

For example, the test is scheduled for Monday and would be rescheduled for the following Monday. Neither the carrier (nor a T-6 familiar with the route) is available on the following Monday (or the following Monday is a holiday). The carrier (or T-6) would be available on Tuesday of that week. Reschedule for Tuesday.

4. Call the Rates and Classification Center about all rescheduled tests.
5. Rescheduling tests scheduled for the last week of a postal quarter.

Postal Quarter 1, 2 and 3:

Tests are not to be rescheduled across quarters. Any tests rescheduled for the last week of a quarter must be completed by the last day of the quarter. Specifically, tests which cannot be completed on the scheduled date are rescheduled for the same day in the next week. However, test cannot be rescheduled across quarters.

Postal Quarter 4:

Do not reschedule a test if rescheduling means the test will be done in the next fiscal year. Example: A test scheduled for September 27, 1989 (FY 89) may not be rescheduled to October 1, 1989. October 1 is in the next fiscal year (FY 1990).

B. Reschedule Procedure for Tests That Require Overnight Lodging the Night Before:

If upon arrival at the test site, the route scheduled for testing cannot be tested as scheduled:

1. First attempt to test another route in the same route category.

If an ODIS/RPW Frame Listing is available, select the next route in the same category. Otherwise, select from the list below a route, having the same route category, whose case is nearest to the scheduled route.

<u>ROUTE CATEGORY</u>	<u>ROUTE TYPE CODES</u>
(1) Business - Foot	1500, 1504, 1520, 1551, 1553, 1555, 1720, 1722, 1730, 1733, 1740, 1744, 1750, 1755, 1760
(2) Business - Motorized	1502, 1506, 1522, 1552, 1554, 1556
(3) Residential - Foot	1540, 1557, 1770, 1772, 1780 1790
(4) Residential - Park & Loop	1560, 1571
(5) Residential - Curb	1562, 1573
(6) Mixed - Foot	1559, 1620, 1810, 1812, 1820, 1830, 1840
(7) Mixed - Park & Loop	1575, 1640
(8) Mixed - Curb	1577, 1642

Example: The route to be tested is a Business - Foot route with a route type code of 1551. If that route cannot be tested, select a route with a route type code of 1500, 1504, 1553, or 1551.

2. If no route in the same category is available in that office for testing, test the originally sampled route on the next day.

3. If the test route is not available for testing on the next day, test another route, following Rule 1, above.
4. If Rules 1, 2, or 3 cannot be applied, follow the rescheduling rules described in Section A.
5. Call your Rates and Classification Center about all rescheduled tests.

Preparing to Reschedule a Test:

1. For all rescheduled tests, copy all information, except the scheduled test date, from the original Label 34C to a blank Label 34C.
2. Determine the new test date, enter it on the new Label 34C.

Test I.D. 149277		Post Office Name ST. MATTHEW CA		
CAG B	Finance No. 05-4923	Scheduled Test Date OCT. 17, 1989	Route Type 1560	Route No. 00621
MSC Name SAN MARGARETA CA			ZIP + 4 99991-8888	

Label 34-C, January 1988

Test I.D. 149277		Post Office Name ST. MATTHEW CA		
CAG B	Finance No. 05-4923	Scheduled Test Date OCT. 24, 1989	Route Type 1560	Route No. 00621
MSC Name SAN MARGARETA CA			ZIP + 4 99991-8888	

Label 34-C, January 1988

3. Affix the new Label 34C to a new book (Form 2858C). At the same time, mark "YES" in Item 110B, "Is this a Rescheduled Test?"
4. Put the Form 2858C, with its revised Label 34C, with the next week's test materials.
5. The original Form 2858C will be transmitted to your RCC with the completed tests for the week which it was originally scheduled.

Date:

Our Ref:

Subject: Carrier Cost System (CCS), City (Rural) Carrier Tests
Postal
Quarter - (1,2,3,4 as appropriate)

-----, Postmaster

Attached is a schedule of City and Rural Carrier Tests to be taken at your office during Postal Quarter ____.

A data collector from the MSC will contact you one or two days prior to each scheduled test to determine the time when the carrier for the route to be tested will begin to "strap out." On the test date, the data collector will be at your office approximately 1 hour prior to "strap out" time. He will conduct the test with the assistance of the carrier. Note: The carrier unions are aware of these tests and the carrier assistance that is needed.

The Carrier Cost System, City Carrier Test is a test used to classify MAIL delivered by carriers.

IT IS NOT A TEST OF THE CARRIER; RATHER, THE TEST IS DESIGNED TO AID IN THE DISTRIBUTION OF COSTS.

The Test could delay the carrier up to an hour. If required due to the test, the city carrier may be given overtime and/or street assistance to complete the route. A CCS test is justification for overtime. The rural carrier will be compensated through the Rural Carrier Payment Authorization Form (Form 2847), which the data collector will give you on the day of the test.

Your cooperation and assistance is appreciated.

Title
(MSC name and ZIP + 4)

Attachment

- A. "Changes of Address Orders and Philatelic Order Form(s)." Both forms are recorded as "Penalty, USPS." The Return Address area indicates "Penalty for Private Use."

1. "Change of Address Order to Postmaster" (Form 3575; the front of the form carries the regular Business Reply indicia and Permit Imprint Number 73026; the back of the form is labeled "PS3575") should be recorded as "Penalty - USPS." Form 3575 will usually be a single piece, recorded on page 3, 5, 7, etc., of Form 2858C. In the event that a group of Forms 3575 are tied together, count and record as "Penalty - USPS."
2. Philatelic Order forms are mailed under the same Permit Imprint, Number 73026. These order forms are recorded on Form 2858C, as "Penalty - USPS." Single pieces are recorded on pages 3, 5, 7, etc. Pieces tied together are counted and recorded as "Penalty - USPS" on the appropriate page 3, 5, 7, etc.

- B. Postage Validation Imprinter

1. A new device called a Postage Validation Imprinter (PVI) is being tested at the Vienna, VA, Post Office (see Postal Bulletin 21518, 6-13-85.) Record mail bearing this imprint as you would single piece, rate-metered mail (1st, 3rd, or 4th Class).
2. If the Postage Validation Imprinter indicates Postage Due, record the piece in the Accountable Mail section and under the proper mail class/subclass.

- C. Shortpaid Mail

Shortpaid mail found during a test but not marked "Postage Due" is recorded exactly as it occurs. Do not record the piece as Postage Due. After recording the mail, take the piece to the Postage Due Unit to be correctly marked.

Example: a piece of Accountable mail is shortpaid and not marked "Postage Due." Record it only as Accountable Mail.

D. Fourth-Class Bound Printed Matter

Fourth-Class Bound Printed Matter may be marked "Bound Printed Matter Carrier Route Presort" or "Bound Printed Matter CAR-RT SORT." Record it as "Bound Printed Matter."

E. Combined Special Fourth-Class and Bound Printed Matter Pieces. Record combined mailings on the "Mail Count for Stop" pages.1. Special Fourth-Class Host Piece with a Bound Printed Matter Enclosure:

- a. "Record as "Special Fourth-Class."
- b. In Item 10, mark the bullet and write "Bound Printed Matter Enclosed" and the postage indicated for the enclosure.

2. Fourth-Class Bound Printed Matter Host Piece with a Special Fourth-Class Enclosure:

- a. Record as "Bound Printed Matter."
- b. In Item 10, mark the bullet and write "Special Fourth-Class Enclosed" and the postage given for the enclosure.

3. A Combined Mailing Being Forwarded or Returned should be recorded both as "Postage Due" and under the "Zone Rate Fourth-Class" subclass.F. Accountable Piece Included in a Bundle of Nonaccountable Mail Prepared by a Mailer

1. Record the piece as Accountable Mail as well as in the proper Nonaccountable Mail class/subclass.
2. Record the rest of the bundle (as Letters, Flats, or Parcels) under the correct class/subclass.

G. Detached Mailing Cards

Detached Mailing Cards accompanying product samples are recorded either as Third-class Bulk Rate Letters or as Third-class Carrier Route Presort letters, depending on the markings.

H. Third-Class Single Pieces Found in the Mail Stream

Do not automatically record these as Third-class Ounce Rate. Check each piece carefully to determine whether it is a residual piece from a Third-class Bulk Rate Regular mailing.

- I. Codes Found on First-Class and Third-Class Mail
Some firms may now use the following alphanumeric codes to indicate class/subclass for First-Class Mail. The codes must be printed either in a position at least two lines above the address or in the lower left corner of the envelope. In window envelopes, the codes must be inserted above the address and be entirely visible through the window with at least 1/8 of an inch clearance between the window and the edge of the panel. The codes are:

**1 ZB	ZIP + 4 Bar-Coded First-Class
**1 ZP	Presorted ZIP + 4 First-Class
**1 ZN	ZIP + 4 First-Class
**1 FP	Presorted First-Class
**1 CP	Carrier Route Presorted First-Class
**1 FN	First-Class Single Piece

The codes for Third-Class Bulk Rate are:

**1 ZB	ZIP + 4 Bar-Coded Third-Class
**1 ZP	(FIVE) 5-DIGIT ZIP + 4 Third-Class
**1 ZN	BASIC ZIP + 4 Third-Class
**1 CP	CARRIER ROUTE Third-Class
**1 FD	(FIVE) 5-DIGIT Third-Class
**1 BA	BASIC Third-Class

Note: In the future, codes may be used for other classes and subclasses; the SPC office will inform you of changes.

- A. A new carrier case is currently being introduced around the country. This new carrier case is essentially a one route system which features the casing of all mail for a delivery point in one separation. The overall case is designed to provide one separation for each delivery along the route. All mail for a stop is cased together without regard for size or shape. As such, the case should be labeled so that each separation represents one possible delivery. In situations where a possible delivery receives more mail than a single separation can accommodate, a sufficient number of separations must be provided to accommodate all the mail for that stop.
- B. The Data Collector must adhere to the following rules to ensure an accurate mail count in the Carrier Cost System when one of the "One Case Systems" is encountered.
1. The data collector must make certain that all the mail to be delivered on the day of the test has been cased.
 2. For each sampled stop, the data collector must separate the cased mail into distinct groups, for example: Letters and Flats. Note: If it can not be determined whether a piece of mail is a letter or flat, etc., the piece(s) must be measured using the following dimensions:

- a. **Letter.** Letter shape mail consists of pieces with the following dimensions:

<u>Minimum (inches)</u>	<u>Maximum (inches)</u>
Length - 5 in.	Length - 11-1/2 in.
Height - 3-1/2 in.	Height - 6-1/8 in.
Thickness - .007 in.	Thickness - 1/4 in.

- b. **Flats.** Flat-shape mail consists of unwrapped, paper-wrapped, sleeve-wrapped, and enveloped matter which exceeds one or more of the maximum dimensions for letter-size mail, but which does not exceed any of the maximum dimensions for flat-size mail:

<u>Minimum (inches)</u>	<u>Maximum (inches)</u>
Length-over 11-1/2 in.	Length - 15 in.
Height-over 6-1/8 in.	Height - 12 in.
Thickness - 1/4 in.	Thickness - 3/4 in.

- c. **Parcel Machinable.** Parcels that can be processed by BMC parcel sorters. This includes parcels that meet the following minimum and maximum criteria and do not have any characteristics to make them flat size, irregular parcels, or outside parcels:

<u>Minimum Criteria</u>	<u>Maximum Criteria</u>
(1) Length - 6 in.	Length - 34 in.
(2) Width - 3 in.	Width - 17 in.
(3) Height/ Thickness - 1/4 in.	Height/ Thickness 17 in.

- (4) Minimum - Weight - 8 ounces. Exception: Pieces weighing between 6 and 8 ounces are machinable if piece is rectangular in shape.
- (5) Maximum - Weight - 35 pounds. The maximum weight of a machinable (regular) carton containing books or other printed matter is 25 pounds.

d. **Irregular Parcel (IPP) Machinable.** Small parcels, rectangular in shape, weighing between 6 and 8 ounces with sufficient density to allow them to be sorted by automatic parcel sorting equipment.

e. **Irregular Parcel (IPP) Nonmachinable.** Parcels that cannot be processed by bulk mail center (BMC) parcel sorters. This includes parcels with any of the following characteristics:

- (1) **Length** - Less than 6 inches.
- (2) **Width** - Less than 3 inches.
- (3) **Height/Thickness** - less than 1/4 inches.
- (4) **Weight** - Less than 8 ounces. Exception: Pieces weighing between 6 and 8 ounces are machinable if the piece is rectangular in shape.
- (5) **Rolls and tubes** up to 26 inches in length.

- (6) Unwrapped, paper-wrapped, or sleeve-wrapped articles that are not letter size or flat size.
- (7) Merchandise samples that are not individually addressed.
- (8) Articles enclosed in envelopes that are not letter size, flat size, or (regular) machinable parcels.

3. **NOTE:** Each mail piece must be classified as either letter-cased, flat-cased, or parcel mail for purposes of the Carrier Cost System. In effect, all mail pieces with the various dimensions listed above must be recorded in either of the three categories: letter-cased, flat-cased, or parcels.
4. **NOTE:** As with the standard carrier casing method, the carrier's categorization is most important. However, when it is difficult to determine whether a piece of mail is either a letter or a flat, the dimensions set forth above should be used. These dimensions are also an integral part of the "Automation Compatible Template." When using the template, it should be noted that when the dimensions of a piece of mail exceeds the upper limits of a "letter," it should be recorded as a "flat."

Some of the new programs designed to increase carrier efficiency and productivity include segmentation and phantom routes. Both segmentation and phantom routes will have some effect on the way in which Carrier Cost Tests are taken. Specifically, mail processed or prepared for delivery using segmentation must, along with all other mail for a test route, have an equal chance of being included in the mail volume count for each stop on the Forms 2858C. Understanding what is involved in segmented and phantom routes will help assure a correct mail count.

Definition of Segmentation. Segmentation is the sortation or preparation of mail into clusters or groupings for purposes of achieving greater processing and/or sortation efficiency. It involves the splitting of routes, firms or box sections into more than one section during processing in order to expedite the casing of the mail. The major characteristic of the segment is the ZIP+4. In effect, segmentation represents the smallest unit to which distribution can be made. Using the ZIP+4 segment concept, segments may be prepared by customers or contract personnel prior to entry, or in postal operations prior to dispatch or receipt by the carrier. Segments are parts of routes. They are not routes even though they may have some of the characteristics of a route. **NOTE:** Segments must not be separately listed on the ODIS/RPW frame.

Changes in Mail Processing and Delivery Resulting from Segmentation which will affect Data Collection. Several conditions may evolve and impact on the Carrier Cost Test. These conditions must be dealt with in order to get reliable data from a test.

- o Presorted bundles may be relayed directly to the carrier's case or route, thus bypassing the carriers case.
- o Mail may be cased, by a Router or clerk, according to unique ZIP+4 codes, multi-tenant buildings, box sections or individual addresses.
- o There may be earlier carrier pull-downs on some routes because of casing assistance.
- o There are likely to be early deliveries or early partial deliveries on some routes.
- o There are likely to be multi-trips on otherwise one trip routes during some periods.

The outcome of these conditions and innovations is improved utilization of the carrier's office and casing time. As a result, the innovations are likely to present the following route patterns in given situations.

- o In some instances, there are likely to be multiple carriers delivering portions of a one-carrier route.
- o There are likely to be multi-deliveries on some single-delivery stops, particularly business stops.
- o And, there are likely to be multi-trips on otherwise single trip routes in given situations.

Multi-Trip Routes As An Issue in Segmentation. In some instances, segmented routes must be treated as multi-trip routes to maximize the data collection efforts. To be considered a multi-trip route, the route must have at least two pull-downs with at least two trips. At least twenty percent (20%) or 1/5 the stops on the route must be served twice (i.e., two times) on the day of the test. It is important to know the total number of stops on the route to determine whether a multi-trip route exists. For example, the following minimal number of stops on a 400 stop route must be used for an acceptance level.

$$\begin{array}{r} 400 \\ \times .20 \\ \hline 80 \end{array} \qquad \text{or} \qquad 400/5 = 80$$

Multi-deliveries, as opposed to multi-trips, exist when some portion of a route on a given day is served more than once. This service must include less than twenty percent (20%) of the route being served two or more times. This service may be provided by one or more carriers.

Data Collection on Segmented Routes. Mail to be included in a Carrier Cost Test is determined, in part, by the route pattern on the day of the test, 1-trip, 2-trip, etc. The route must be tested according to the way it is delivered on the day of the test.

Example: An otherwise single trip route is a multi-trip route on the day of the test. In addition to following the rules for testing a multi-trip route, mail worked in segments and prepared for delivery is included in the

assembly of mail from which select stops are to be counted. Provide segmented information only for the tested portion of the route.

1. Determine whether segmentation is used to process mail for delivery on the test route when making the required 24-hour in advance telephone notification to the facility which has the route to be tested. Also, determine the time of the carrier's first pull-down for the route to be tested.
2. Before recording any mail for the test stops be sure the carrier has at the case all segmented mail in the assembly of mail from which select stops are to be counted or know the location of segmented directs (made up by mail processing) which the carrier will be delivering on the street. (Instruction for recording directs are stated on page 57).

PHANTOM ROUTES. Phantom routes might be considered as special cases of segmented routes. Phantom route numbers have been experimented with over the last few years in the field. In general, a phantom route is created on the incoming primary or secondary to hold out a portion of the mail for two or more carrier routes. Stated differently, a phantom route number is assigned to multiple delivery segments from two or more carrier routes or a single large firm. The mail is then sorted manually to firm holdouts, apartment buildings, etc., and presented to letter carrier routes for delivery. Phantom routes are not entities of the Carrier Cost Frame (ORFEO Listing) and must not be separately listed on the ODIS/RPW frame. However, if the phantom route

mail is sorted to the carrier routes and dispatched on a relay or firm delivery, as a result bypassing the carriers, some type of listing should be maintained on the ODIS/RPW frame. When the phantom route appears on the sample selection as routes they must not be tested as routes. This mail should be included along with all other mail in the assembly of mail from which select stops are to be counted on a tested route.

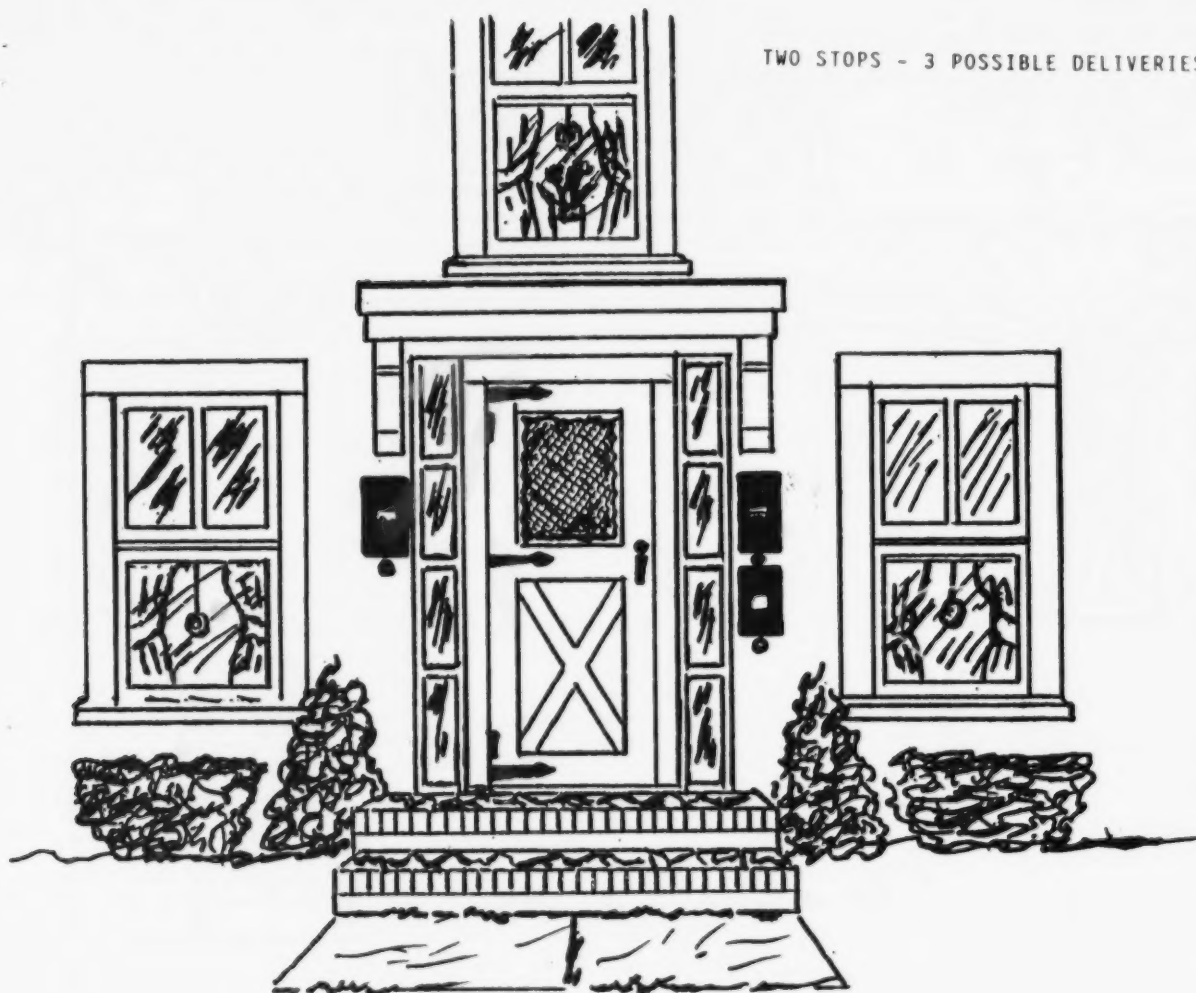
APPENDIX N: ILLUSTRATIONS OF POSSIBLE STOPS AND
POSSIBLE DELIVERIES

168

TWO STOPS - 4 POSSIBLE DELIVERIES
(2 POSSIBLE DELIVERIES FOR EACH STOP)

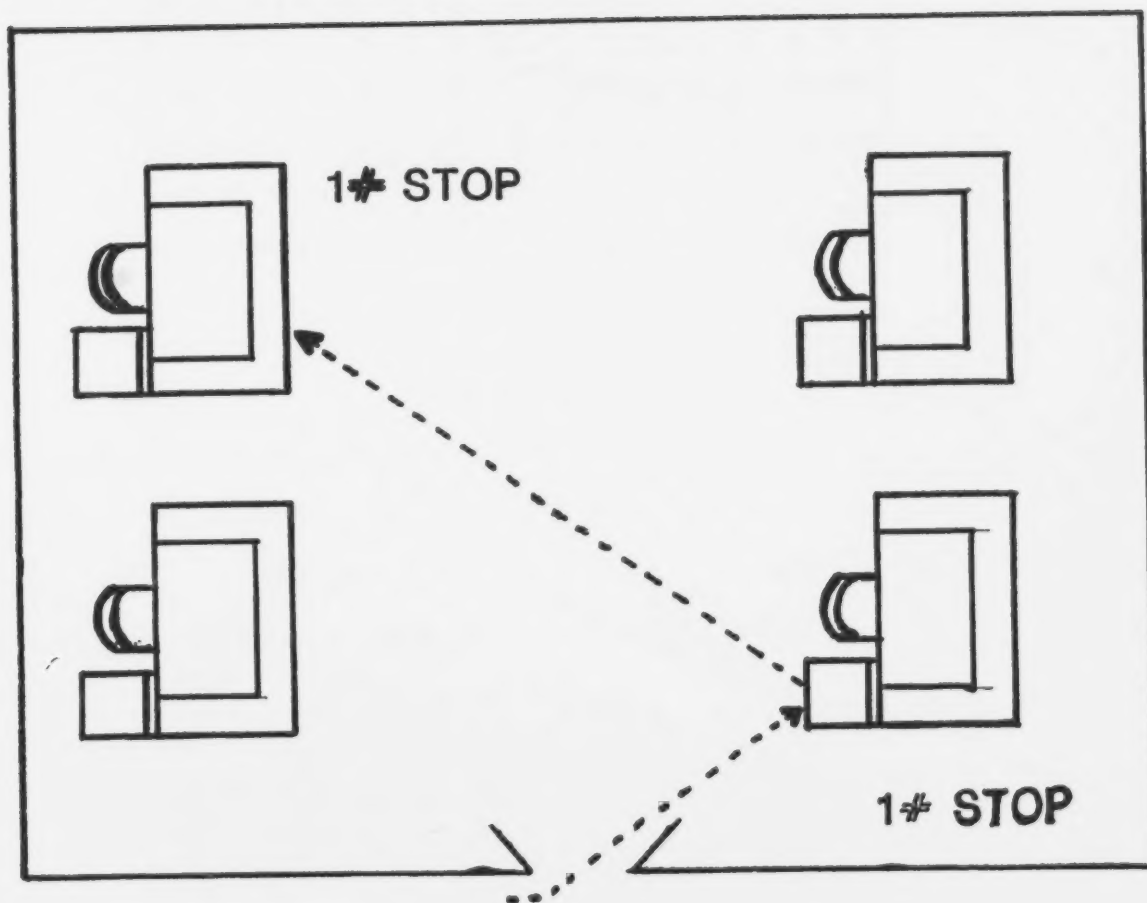


TWO STOPS - 3 POSSIBLE DELIVERIES

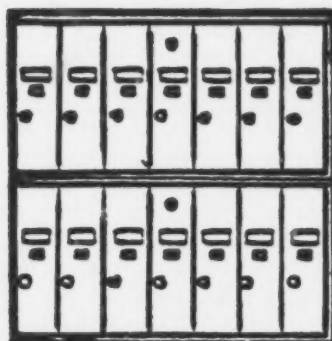


TWO STOPS - 2 POSSIBLE DELIVERIES
(1 POSSIBLE DELIVERY FOR EACH STOP)

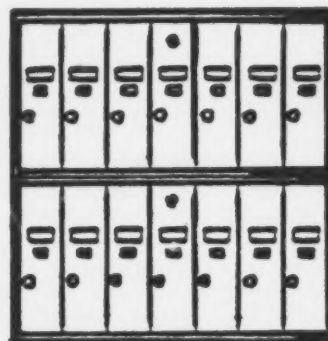




OFFICE/APARTMENT BUILDING MAIL RECEPTACLES,
FRONT-LOADED

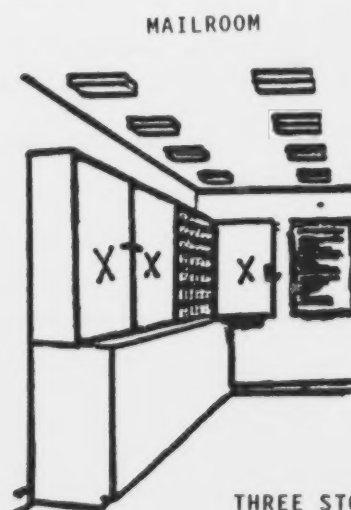
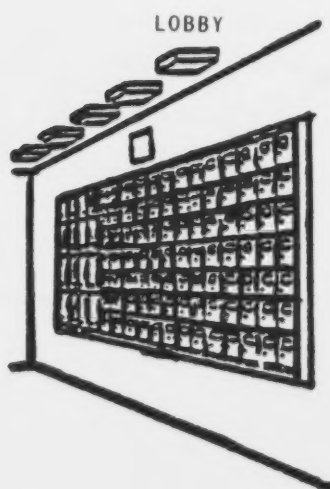


ONE STOP -
14 POSSIBLE DELIVERIES

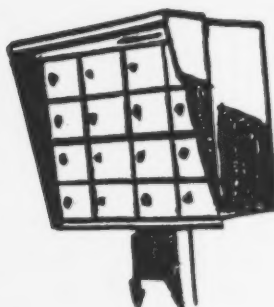


ONE STOP -
14 POSSIBLE DELIVERIES

OFFICE/APARTMENT BUILDING MAIL RECEPTACLES,
REAR-LOADED

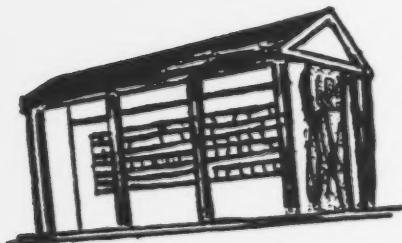


NEIGHBORHOOD DELIVERY AND COLLECTION BOX UNIT

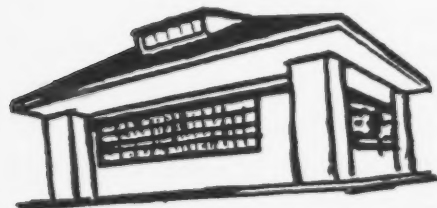


ONE STOP - 16 POSSIBLE DELIVERIES

DELIVERY CENTER



POSTAL CENTER



Office of Mail Classification

Rates and Classification Department

MARCH 1, 1990

"The following pages contain descriptions of the various endorsements you may find on mail pieces. Please study them carefully so you will record correct data during the test."

I. PRESORT FIRST-CLASS MAIL

All pieces in a Presort rate mailing, including residual pieces not qualifying for the lower Presort rate, must be marked PRESORTED FIRST-CLASS based on postage payment method:

A. Permit Imprint (including Company permit) must be:

1. Marked as part of Imprint,
2. Printed or rubber-stamped by the mailer above the address and/or immediately below or to the left of Permit Imprint, or
3. Printed or rubber-stamped in the address area directly above the top line of the address.

B. Metered Mail must be:

1. Printed or rubber-stamped by the mailer above the address and/or immediately below or to the left of the metered stamp, or
2. Printed or rubber-stamped in the address area directly above the top line of the address.

C. Precanceled Stamps must be:

1. Printed or rubber-stamped by the mailer above the address and/or immediately below or to the left of the Precanceled Stamp, unless a Precanceled Stamp bearing the words "Presorted First-Class" is used, or

2. Printed or rubber-stamped in the address area directly above the top line of the address.

D. Markings may be printed by:

1. Postage Meter
2. Special Slug
3. Ad Plate
4. Other suitable means which will ensure a legible endorsement.

II. FIRST-CLASS ZONE RATED (PRIORITY) MAIL ("0" ounces to 70 pounds)

"Priority" or "First-Class" must be placed (written, typed, stamped) prominently on the address side of each piece mailed.

III. CARRIER ROUTE FIRST-CLASS MAIL

All pieces which qualify for the carrier route rates in a Carrier Route Presort First-Class mailing must be marked First-Class and Carrier Route Presort, or CAR-RT SORT, as follows:

A. Permit Imprint must be:

1. Marked as part of the Permit Imprint
2. Printed or rubber-stamped by the mailer above the address and/or immediately below or to the left of the Permit Imprint, except as provided in E, below.

B. Metered Mail must be:

Printed or rubber-stamped by the mailer above the address and/or immediately or to the left of the Metered Stamp, except as provided in E, below.

C. Precanceled Stamps must be:

Printed or rubber-stamped by the mailer above the address and/or immediately below or to the left of the Precanceled Stamp, except as provided in E, below.

D. Markings may be printed by:

1. Postage Meter
2. Special Slug
3. Ad Plate
4. Other suitable means which will ensure a legible endorsement.

E. Exception: All pieces which are part of a Carrier Route First-Class mailing, but which do not qualify for the Carrier Route rate, must be marked "Presorted First-Class."

Exception to marking: When, and only when, the total number of Presort rate and Residual (Full rate) pieces in a Carrier Route First-Class mailing do not exceed 5% of the total number of qualifying pieces, Presort rate and Residual pieces may be marked with the Carrier Route Presort or CAR-RT SORT identification.

IV. ZIP + 4

All pieces in a ZIP + 4 mailing must be marked "ZIP + 4." All Presort rate pieces in a ZIP + 4 PRESORT mailing may be marked "ZIP + 4 PRESORT." All pieces in a ZIP + 4 Bar-Coded mailing must be marked ZIP + 4 Bar-Coded." Residual pieces not qualifying for the lower Presort rate may also be marked "ZIP + 4 PRESORT."

A. Permit Imprint (including company permit) must be:

1. Part of Imprint
2. Printed or rubber-stamped by the mailer above the address and/or immediately below or to the left of the Permit Imprint.

B. Metered Stamp

"ZIP + 4" or "ZIP + 4 PRESORT," or "ZIP + 4 Bar-Coded," as applicable, must be printed or rubber-stamped by the mailer above the address and/or immediately below or to the left of the Metered Stamp.

C. Markings may be printed by:

1. Postage Meter
2. Special Slug
3. Ad Plate
4. Other suitable means which will ensure a legible endorsement.

Note: New Computerized Codes for First-Class Mail Rate Categories

The codes have been authorized for Permit Imprint First-Class Mail pieces. Companies seeking to use this method of identifying the postage paid must have special authorization.

A. These codes will be found:

1. Regular Format: The codes should be printed above the top line of the address. (The indicia area will contain a Permit Imprint.)
2. Alternative Format: The codes should be located at least two lines above the address or in the lower left corner of the envelope.

B. The codes are:

- **1 ZB - Bar-Coded ZIP + 4 First-Class Mail
- **1 ZP - Presorted ZIP + 4 First-Class Mail
- **1 ZN - ZIP + 4 First-Class Mail
- **1 FP - Presorted First-Class Mail
- **1 CP - Carrier Route Presorted First-Class Mail
- **1 FN - First-Class Mail (no presortation)

A. All pieces in a second-class mailing must contain an identification statement shown conspicuously as follows:

1. The identification markings should be located on one of the first five pages (preferably in the masthead); or
2. In the masthead or on the editorial page (provided the location of the editorial page is shown on the front page of the publication in the Table of Contents). The Identification Statement must contain all of the following items:
 - a. Name of Publication
 - b. Date of Issue
 - c. Statement of Frequency
 - d. Publication Number
 - e. Subscription Price (if publication has one)
 - f. Name and Address of Known Office of Publication
 - g. Second-class Imprint
Second-class postage paid at _____. If mailed at two or more offices, "Second-class postage paid at ____ and at(additional mailing office)"
 - h. Notice of Pending Application -- only if an application is pending approval. This marking should be "Application to Mail" at Second-class Postage Rates Is Pending at _____."
 - i. Mailing Address for Change of Address Order.

B. Carrier Route marking

1. The Carrier Route information, consisting of a

descriptive prefix (or its abbreviation) plus a Route Number or Numeric Code, must be placed:

- a. On the top line of the address (above or adjacent to other information such as addressee, account date, etc.), or
 - b. On the line immediately above the City, State, and ZIP Code (alone or adjacent to other information such as street address).
 - c. It is preferred that this information appear alone on the top line. The Carrier Route information must be right-justified and be preceded by at least two asterisks (or another distinctive character).
2. The descriptive prefix (Carrier Route, Rural Route, Highway Contract Route, Post Office Box Section, or General Delivery Unit) must be either spelled out (preferred format) or abbreviated as follows:
- | | |
|----------------------------|----|
| a. Carrier Route | CR |
| b. Rural Route | RR |
| c. Highway Contract Route | HC |
| d. Post Office Box Section | B |
| e. General Delivery Unit | GD |

A. Single pieces

Each sealed piece mailed at the Single Piece Third-class rate must be marked legibly on the address side, preferably below the postage and above the name of the addressee, with the words "Third-class." The Marking:

1. May be included as part of a Permit Imprint
2. May be printed adjacent to the Meter Stamp by a Postage Meter
3. Will not be considered inadequate if it is included as a part of a decorative design or advertisement (if legible).

B. Bulk Rates

The following identification words must be printed or rubber-stamped by the mailer, either as part of or immediately adjacent to Permit Imprints, Meter Stamps, or Precanceled Stamps.

1. "Bulk Rate" or the abbreviation "BLK.RT" by mailers other than authorized special rate users must be printed or rubber-stamped.
2. "Nonprofit Organization" or the abbreviation "Nonprofit Org." by authorized special rate organizations must be printed or rubber-stamped.

3. ZIP + 4 or ZIP + 4 barcoded by mailers must be printed or rubber-stamped, and all pieces must bear correct five-digit ZIP codes.
4. Non-identical Weight Pieces. When the alternative method of paying postage is used (see Section 682.221d, Domestic Mail Manual), the endorsement must be marked or stamped as follows:

"Pound Rate PD
Via Permit _____."

must appear on each mail piece.

5. Markings may be made by:
 - a. Postage Meter
 - b. Special Slug
 - c. Ad Plate
 - d. Other suitable means which will ensure a legible endorsement.

C. Codes for Third-Class Bulk Mailer

Key line codes must be printed either in a position at least two lines above the address or in the lower left corner of the envelope. When window envelopes are used, this code must be printed on the insert above the address, entirely visible, with at least 1/8 of an inch clearance between the window and the edge of the panel. The codes are as follows:

**1 ZB	ZIP + 4 Bar-Coded Third-Class
**1 ZP	(FIVE) 5 - DIGIT ZIP + 4 Third Class
**1 ZN	BASIC ZIP + 4 Third-Class
**1 CP	CARRIER ROUTE Third-Class
**1 FD	(FIVE) 5-DIGIT Third-Class
**1 BA	BASIC Third-Class

VII. FOURTH-CLASS

Fourth-class mailings are marked as follows:

A. Regular Fourth-class

1. Zone Rated Parcel Post:	No Markings
2. Bulk Rated Parcel Post:	Fourth-class Bulk Rates Fourth-class Blk.Rt.

B. Special Fourth-class Mail

1. Special Fourth-class Rate
2. Presorted Special Fourth-class Rate

C. Bound Printed Matter

If mailed at Bulk Bound Printed Matter Rates:
"Bound Printed Matter" and "Bulk Rate," or
"Bound Printed Matter" and Blk.Rt."

D. Library Rate must be marked "Library Rate."

All matter mailed under the provisions of Part 135, Domestic Mail Manual, must bear the words "Free Matter for the Blind or Handicapped" in the upper right corner of the address side.

VIII. FRANKED MAIL has the appropriate signature, or facsimile.

IX. OFFICIAL ELECTION BALLOTING MATERIALS must have "U.S. Postage Paid 42 USC 1973dd" in the upper right-hand corner.

X. MIXED CLASSES OF MAIL

1. First-Class attachments may be marked "First-Class" or "Letter Enclosed."
2. Third-class attachments must be marked "Third-class."

Exception: Materials mailed under the provisions of FREE must show the words, Free Matter for the Blind or Handicapped, in the upper right corner of the address side. These materials are not considered to be part of any particular class of mail and is not protected against postal inspection. Such materials will be treated as First-Class Mail.

EXAMPLES OF MAIL CLASSIFICATION FOR THE CARRIER COST SYSTEM

"THIRD-CLASS"

Third-Class

Bulk Rate

Blk Rt

CAR-RT Sort
Postal CustomerCarrier Route Presort
Postal CustomerCAR-RT Sort
** CR 22Carrier Route Presort
** CR 22

NonProfit Organization

NonProfit Org

METERED NON-IDENTICAL THIRD-CLASS
MATTER SUBJECT TO BULK POUND RATEPOUND RATE PD
via PERMIT:_____

"FOR THE BLIND AND OTHER HANDICAPPED PERSONS"
 FREE MATTER FOR THE BLIND OR HANDICAPPED

"MIXED CLASSES OF MAIL"

Receives First-Class Handling

"FOURTH-CLASS"

Fourth-Class Bulk Rates

Fourth-Class Blk. Rt.

Special Fourth-Class Rate

Presorted Special
 Fourth-Class Rate

"BOUND PRINTED MATTER"

Bound Printed Matter

Bound Printed Matter
 Bulk Rate

Bound Printed Matter
 Bulk Rate
 Carrier Route Presort

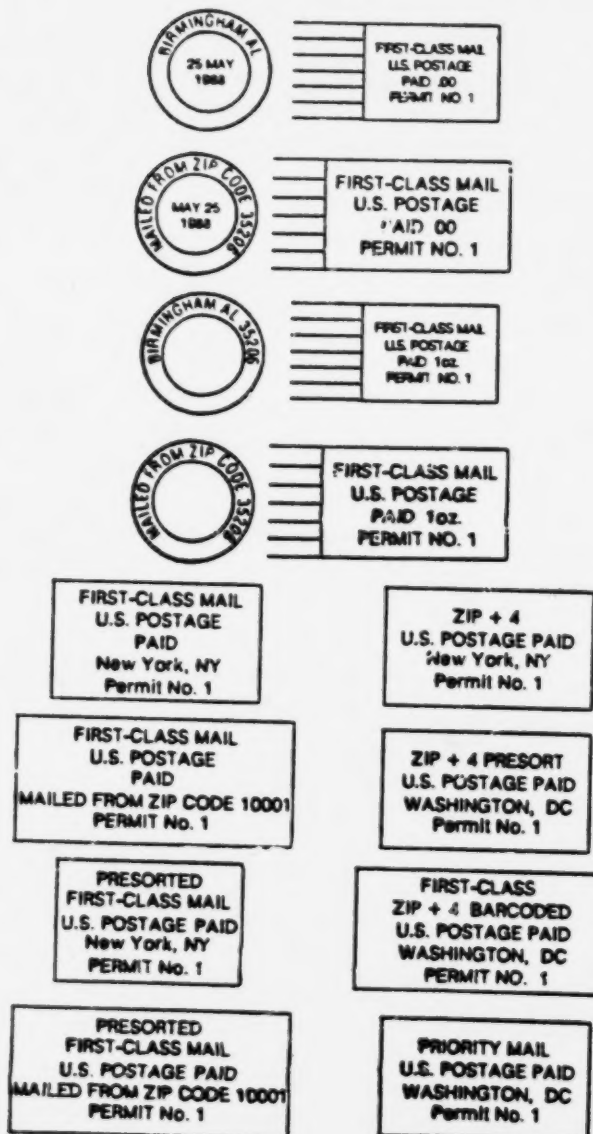
Bound Printed Matter
 Blk Rt
 CAR-RT Sort

"LIBRARY RATE"

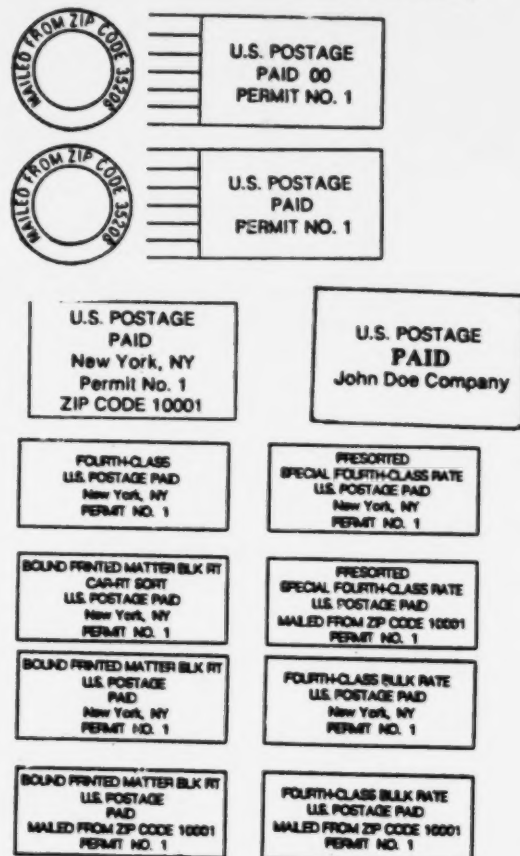
LIBRARY RATE

Permit Imprints must be prepared in one of the following formats. Any of the formats may be used to display the information prescribed by Section 145.3, DMM. The addition of extraneous matter is not permitted.

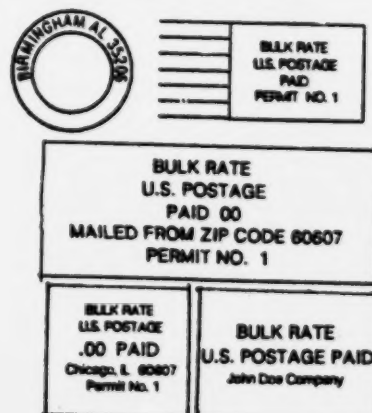
a. First-Class Mail



b. Second, Third, and Fourth-Class Mail (Date and First-Class Mail Omitted)



c. Bulk Third-Class Mail



d. Special Rates for Authorized Organizations Only



Nonprofit Org.
U.S. POSTAGE
PAID .00
PERMIT NO. 1

Nonprofit Organization
U.S. POSTAGE
PAID .00
New York, NY
PERMIT NO. 1



NONPROFIT
U.S. POSTAGE
PAID 00
PERMIT NO. 1

NONPROFIT ORG.
CARRIER ROUTE PRESORT
U.S. POSTAGE PAID
WASHINGTON, DC
PERMIT NO. 1

e. Western Union Mailgram Message

see 145.93

MAILGRAM
Postage Charges
PAID
Western Union

f. Official Mail (First-Class)

FIRST-CLASS MAIL
POSTAGE & FEES PAID
Agency Name
Permit No. G-__

PRESORTED
FIRST-CLASS MAIL
POSTAGE & FEES PAID
Agency Name
Permit No. G-__

FIRST-CLASS
CARRIER ROUTE PRESORT
POSTAGE & FEES PAID
Agency Name
Permit No. G-__

ZIP+4
POSTAGE & FEES PAID
Agency Name
Permit No. G-__

ZIP+4 PRESORT
POSTAGE & FEES PAID
Agency Name
Permit No. G-__

g. Official Mail (Third-Class)

THIRD-CLASS MAIL
POSTAGE & FEES PAID
Agency Name
Permit No. G-__

BULK RATE
POSTAGE & FEES PAID
Agency Name
Permit No. G-__

BULK RATE
CARRIER ROUTE PRESORT
POSTAGE & FEES PAID
Agency Name
Permit No. G-__

h. Official Mail (Fourth-Class)

FOURTH-CLASS MAIL
POSTAGE & FEES PAID
Agency Name
Permit No. G-__

SPECIAL FOURTH-CLASS RATE
POSTAGE & FEES PAID
Agency Name
Permit No. G-__

PRESORTED
SPECIAL FOURTH-CLASS RATE
POSTAGE & FEES PAID
Agency Name
Permit No. G-__

BOUND PRINTED MATTER
POSTAGE & FEES PAID
Agency Name
Permit No. G-__

BULK RATE
BOUND PRINTED MATTER
POSTAGE & FEES PAID
Agency Name
Permit No. G-__

FIRST-CLASS LETTER - ACCOUNTABLE

STAMP AFFIXED - 192

L. LUNSFORD
25 TWIN OAKS DRIVE
OTHER CITY, STATE ZIP



RETURN RECEIPT
REQUESTED

MR. WILLIAM E. MCKENZIE
HEALTH AND HUMAN SERVICES
300 3RD, S.W.
HOME CITY, STATE ZIP

CERTIFIED

P 698 583 269

MAIL

OFFICIAL MAIL - PENALTY, OTHER AGENCY

STAMPS (GOV'T.)

UNITED STATES AIR FORCE
McCLELLAN AFB, CA 95652
OFFICIAL BUSINESS



DEE TURNER
P.O. BOX 446
ISLETON, CA 95641



FIRST-CLASS LETTER

STAMP AFFIXED - 193

FRANCIS J. BYERS
15 ELM COURT
HOME CITY, STATE ZIP



MS. JANE M. JONES
8001 SUNSET BLVD
HOME CITY, STATE ZIP

FIRST-CLASS LETTER

METERED (PRIVATE)

JOHN S. SMITH
45 KRISTIN LANE
OTHER CITY, STATE ZIP

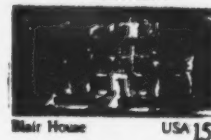


MR. FRANCIS E. BYRES, JR.
1702 PORT ROYAL
HOME CITY, STATE ZIP

POSTAL CARD - FIRST-CLASS

PRECANCELED STAMP - 194

Washington County Health
150 N. First Street
Hillsboro, Or 97123



The President's
Guest House,
Washington, DC

John Roberts
P. O. Box 999
Vashon, Wa 98070

• USPS 1982

Card

DETACHED ADDRESS CARD

PERMIT-IMPRINT (PRIVATE)

COUNTED AS 3RD-CLASS, BULK RATE REGULAR, CAR-RT SORT, IF DELIVERED

The Andrew Jergens Company
1000 Donnelley Drive
Elm City, NC 27822



Bulk Rate
U.S. Postage
PAID
Donnelley
Marketing

CAR-RT SORT **CR19
RESIDENT
3618 ST JOHNS PL
HYATTSVILLE MD 20785

Postal Service Regulations require that this address card be delivered together with its accompanying postage paid sample. If you should receive this card without its accompanying sample, please notify your local postmaster.

PRIVATE MAILING CARD
(PRE-SORTED FIRST-CLASS)

PERMIT-IMPRINT (PRIVATE) - 195

BAY STATE UTILITIES 4718 PACKER LANE GREEN BAY, WISCONSIN 49017		
30215439587	\$5.59	JUNE 06, 89
RES-A CONFIG	68	WATER BILL
EXEMPT CAT. JA-RES		
PLEASE REMIT BY JUNE 20, 89 OR PAY-----\$6.03		
RESIDENTIAL CLASS 2-ER		
934684 00 783		

PRESORTED
FIRST CLASS MAIL
U. S. POSTAGE PAID
GREEN BAY, WI
PERMIT NO. 345

Amount due: \$5.59
RECT. 9346-84-00-783

Jim Heppelwhite
5719 Bay Meadows Cove
Green Bay, WI 49017-2647

*** PLEASE RETURN THIS STUD WITH PAYMENT *****

Card

USPS FORM (PENALTY INDICIA)

POSTAL SERVICE

UNITED STATES POSTAL SERVICE
OFFICIAL BUSINESS

SENDER INSTRUCTIONS
Print your name, address and ZIP Code in the space below.

- Complete Items 1, 2, 3, and 4 on the reverse.
- Attach to front of article if space permits, otherwise affix to back of article.
- Endorse article "Return Receipt Requested" adjacent to number.



PENALTY FOR PRIVATE USE, \$300

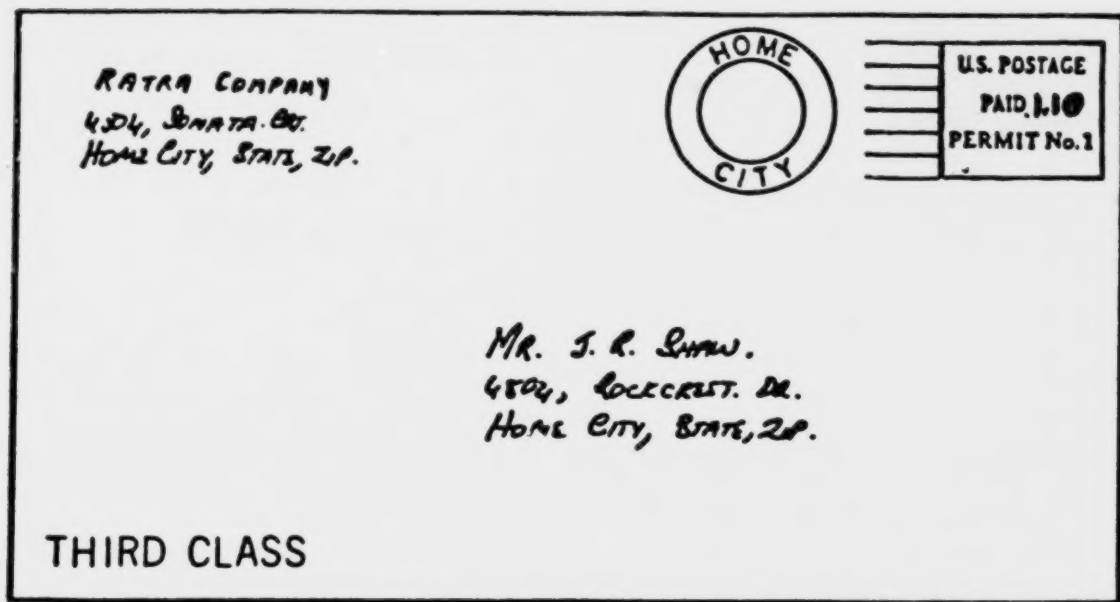
RETURN TO 

Print Sender's name, address, and ZIP Code in the space below.

JOHN Q. SMITH

119 EMERSON DRIVE, APT. #23

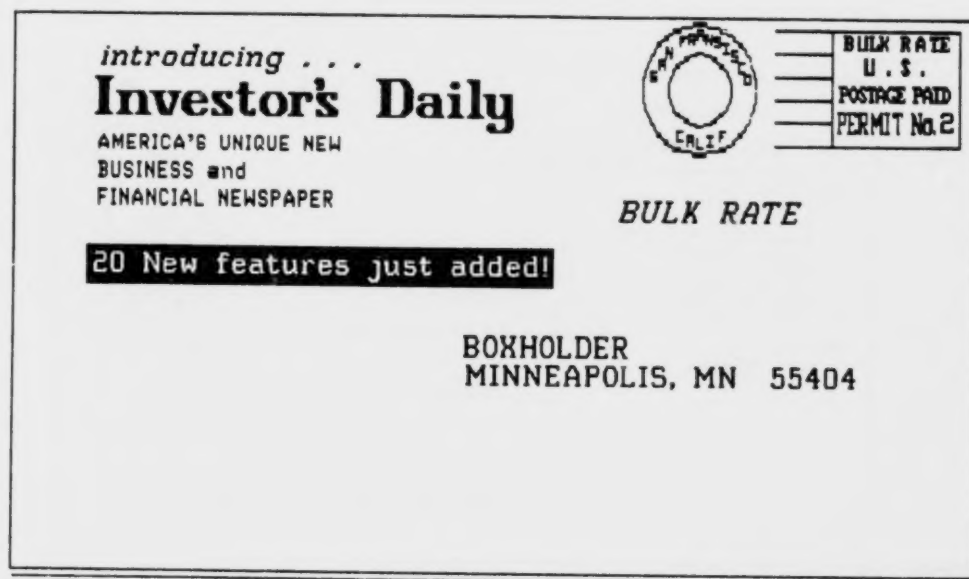
HOME CITY, STATE, ZIP



WT. 8 OZ.

THIRD-CLASS LETTER

PERMIT-IMPRINT



Letter

THIRD-CLASS LETTER - (CAR-RT SORT PERMIT-IMPRINT (PRIVATE)) 197

story on page 2).

HEALTH NOTES
1310 Southern Avenue, S.E.
Washington, D.C. 20032

Non-Profit
U.S. Postage
PAID
Permit #9227
Washington, D.C.

CAR-RT SORT **CR 17

RESIDENT
3618 SAINT JOHNS PL
HYATTSVILLE, MD 20785

THIRD-CLASS LETTER - BULK RATE

PERMIT-IMPRINT (PRIVATE)

Wilderness Society
P.O. Box 1000
Other City, State Zip

Nonprofit Org.
CAR-RT SORT
US Postage Paid
Home City, State
Permit No. 1

CAR-RT SORT **CR 17

Mr Art Vark
9711 Altuna Parkway
Home City, State Zip

WT. 1 OZ.

FIRST-CLASS LETTER - PENALTY

OTHER GOV'T AGENCY - 198

POSTAL LEADER

U.S. Postal Service
Washington, DC 20260-3100

Official Business

PENALTY FOR PRIVATE USE, \$300

ZIP+4 PRESORT
FIRST-CLASS MAIL
POSTAGE & FEES PAID
USPS
PERMIT NO. G-10

W-104760-760
JANE Q. POSTAL WORKER
4018 SAINT JOHNS PLACE
LANDOVER MD 20785-2465



FIRST CLASS LETTER

FRANKED -- MEMBER OF CONGRESS

United States Senate

COMMITTEE ON THE USE
OF ATOMIC ENERGY
WASHINGTON, DC 20510

OFFICIAL BUSINESS

Frank
U. S. SENATE

MR. JAMES MCARTHUR
149 PARK VILLA
SANDUSKY, OH 44870-9821

Letter

First National Bank 1 Financial Plaza Home City, State ZIP	MAILGRAM Postal Charges PAID Western Union
Western Union Mailgram	
THIS MAILGRAM MESSAGE WAS TRANSMITTED ELECTRONICALLY BY WESTERN UNION TO A POST OFFICE NEAR YOU FOR DELIVERY	
Mr Art Vark 9711 Altuna Parkway Home City, State Zip	

SECOND CLASS PUBLISHERS - FLAT

NO INDICIA

HORSEMAN'S GAZETTE NEWS

NEWS FOR TODAY'S RANCHER

THURSDAY - APRIL 13, 1984

NEW VETERINARIANS COLLEGE OPENS IN AUSTIN
 DWSNFDZUCIUNLI CLICIANIIZON npiwn Pkjkx kffe
 Ksjvn vovr vresdqy iwjn miew fnwi mwm mwm mwe
 jfn cnc nmsd a,mjd akas akas akas akas qoiw w
 qiqkqeqokme qpoq qpo ipaiopaki aqq acilqkw :p qqa
 akjd mqs eqaj volINE32 hewdkjn mjmna wqjan k wq
 wklumwolewm qqie qqpotj qoqme fopq q qopqiem qqoi
 aakja qiw voblytm 2028dfm oqaqnmq 90q aqawid d qc
 ixda eugza 242yawziz qiz 2222222222 20.

VACCINE SAID TO CURE HOOFING COUGH QUICKLY
 It was learned today that a newikogqn q qin qonqg
 lwno qwiog qoiquqjw 244783 24hd 14287 412usd 141d 14
 dooms woeng qoiqlew dolqs whhpiei,jengo qoqqwuni
 skdsj mwdj aij 12 aq92 24011a wofig eoir 340313 24
 erklmru lomru w mloum wluurwrm w mw 44w 22484
 lmiwdm4wjz zewiedjdqq00g 1j00q90q9wq q0q9 q0
 adolkmdfo eadcuioe 4ew fefte WEFI 083r3rw 33rm3C
 go3ir3 248 33012 fwpj22 f2p 24efj2 2p42j f212302 2fnn
 sissix 248r q-qrfq -4q348 qp34rj 434j22-4jrr 024 2j
 we140qieluf eppfolet qpoiz 43jnt fpqifd7-44ieeol

FOR THE WORLD'S CLEANEST
AND SOFTEST SADDLES TRY

--JINGLES--

BEST SOAP
AROUND !!!!

PUBLICATION NUMBER: 023-450

EXAMPLE CONTINUED
ON THE NEXT PAGE

FIRST-CLASS LETTER

U.S. POSTAGE PAID - 200
42 usc 1973DD

Name and complete address

U.S. Postage Paid
42 USC 1973dd

PAR AVION

OFFICIAL ELECTION BALLOTING MATERIAL—VIA AIR MAIL

Secretary of the Electoral Board
County of Arlington
1400 N. Court House Road, Room 130
Arlington, Virginia 22201

SECOND-CLASS LETTER

NO INDICIA

The Key Reporter
volume XLVI • number two • winter 2000-2001

Editor: Roseanne R. Price
Consulting Editor: Kenneth M. Greene

Editorial Committee: Irving Dillard, William F. Mahner, Robert H. Irrmann, Raymer McQuiston

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 THE KEY REPORTER
PHI BETA KAPPA
3833 Q Street, N.W.
Washington, D.C. 20009
Return Postage Guaranteed

Second class postage paid
at Washington, D.C.

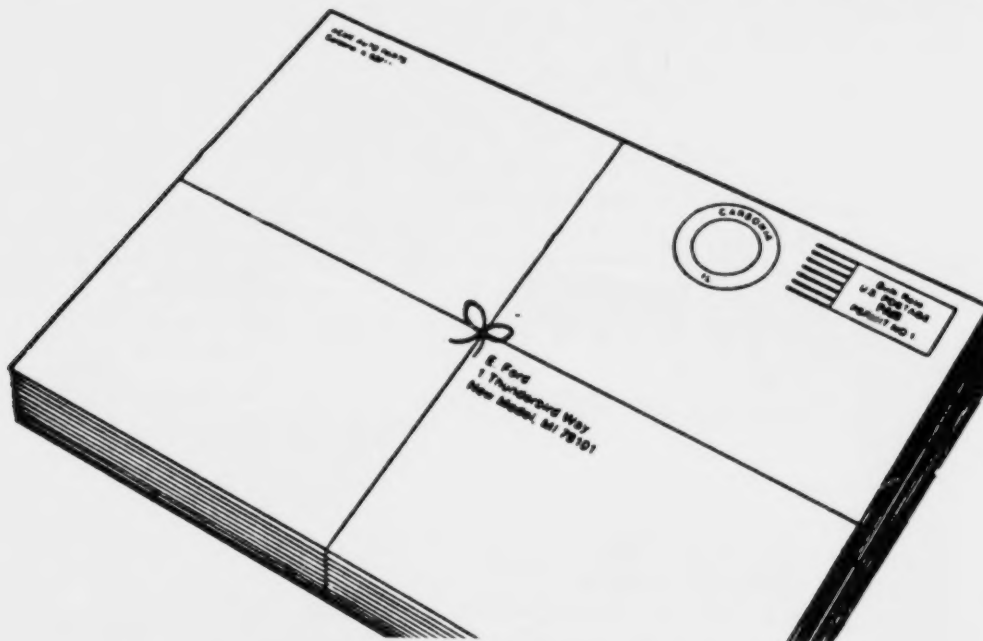
Robert Holmes
49 Oak Terrace
Other City, State ZIP

WT. 1 OZ.

ISSN: 0023-0804

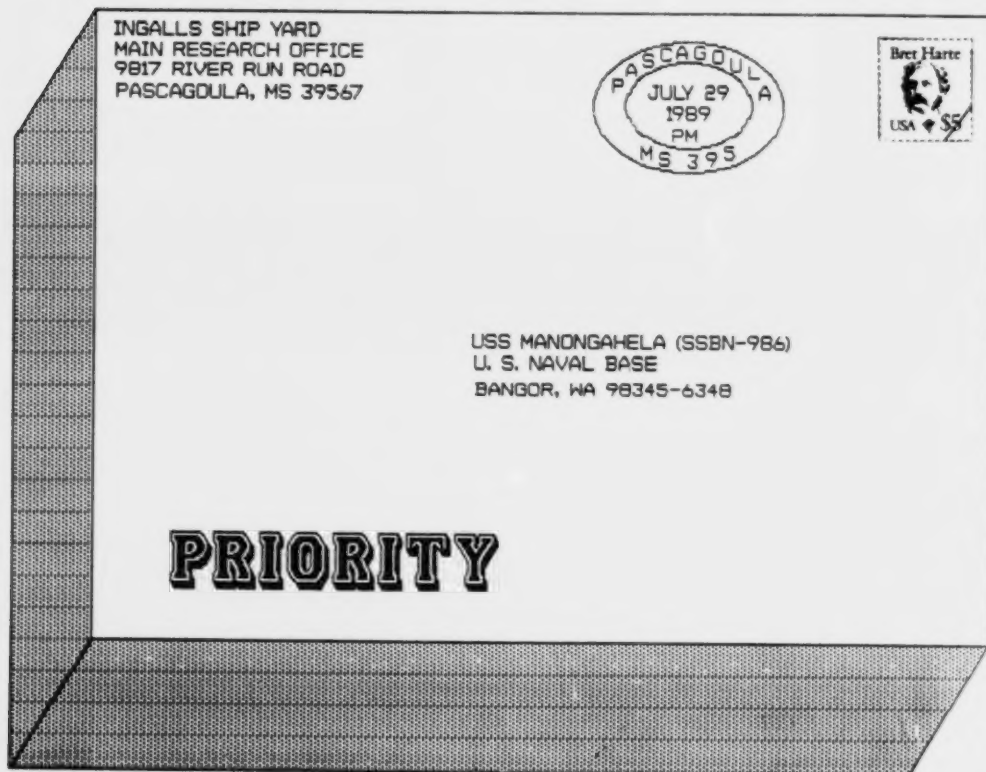
THIRD-CLASS BUNDLE OF FLATS
BULK RATE

PERMIT-IMPRINT (PRIVATE) - 201



PRIORITY MAIL (MACHINABLE PARCEL)

STAMP AFFIXED



Parcel

WEIGHT 4 LBS.

FOURTH-CLASS PARCEL MACHINABLE-
ACCOUNTABLE

METERED (PRIVATE) - 202

LOVE STUFF

BOX 1000
Chicago, Ill 60603



C.O.D.

Ms. Joy Jones
Mulligan Court, Apt. 32
501 State Street
Morton Grove, IL 60759

U.S. MAIL

Postage will be paid by addressee. If postage is not paid, mail will be returned to the address office.

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

C.O.D.		SHOW C.O.D. NUMBER ON MONEY ORDER	
Article No.	Postmark of Mailing office	Article to be made if registered in (If not, leave blank)	Postmark of Mailing office
		30 DAYS (If not, leave blank)	
PAY TO THE ORDER OF			
698.26		M. R. FEE 200 0	
FROM			
LOVE STUFF			
BOX 1000			
CHICAGO			
STATE and ZIP Code IL 60603			
TO			
JOY JONES			
501 STATE ST. APT 32			
MORTON GROVE			
STATE and ZIP Code IL 60759			

FOURTH-CLASS PARCEL MACHINABLE

METERED (PRIVATE) - 203

HOUSE OF FINE GEMS
★ Jewelers to the Stars ★
17 Rodeo Drive
Hollywood, CA 90129



**RETURN RECEIPT
REQUESTED**

RESTRICTED DELIVERY

Leon Sepulveda
International Gemstones
World Trade Mart
28 N. Collins Avenue
Dallas, TX 75260

U.S. MAIL INSURED

V-252 278 643

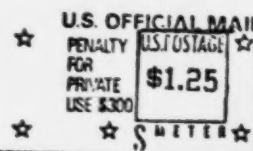
NOTE: To file damage claim you must present the article, container and packaging.

Parcel

SPECIAL FOURTH-CLASS PARCEL MACHINABLE METERED
(OFFICIAL MAIL)

204

Library of Congress
Washington, D. C. 20540 -0000



**SPECIAL FOURTH-
CLASS RATE - BOOKS**

P. J. WHIPPLE
40 LANSE RD
HOME CITY, STATE, ZIP

FOURTH-CLASS BOUND PRINTED MATTER
PARCEL a NONMACHINABLE

PERMIT-IMPRINT (PRIVATE) 205

CAR MUSIC CO.
PO Box 1958
Indianapolis, In 46291-0001

RETURN POSTAGE GUARANTEED

U. S. POSTAGE
PAID
INDIANAPOLIS, IN
PERMIT 2695
Zip Code 46291

SPECIAL FOURTH-CLASS RATE

CAR Music Co.
Indianapolis, Ind 46291-0001

IDA SNOW
PO Box 567
Vashon, Wa 98070-0111

*HANDLE WITH CARE
RECORD ENCLOSED*

PARCEL OUTSIDE

FREE FOR THE BLIND OR HANDICAPPED

John Smith
Box 9
San Francisco
California 94101

FREE MATTER FOR
THE BLIND OR
HANDICAPPED

JIM LATIMORE
917 KING ST.
BARIBOU, WI
58320

FIRST-CLASS LETTER

206

PERMIT IMPRINT

Computerized Codes for First-Class Mail

** 1	ZB	ZIP + 4 Bar-Coded
** 1	ZP	ZIP + 4 Presort
** 1	ZN	ZIP + 4 First-Class (not presort qualified)
** 1	FP	Presorted First-Class
** 1	CP	CARRIER ROUTE PRESORT
** 1	FN	First-Class (no presort)

BALTIMORE GAS AND ELECTRIC COMPANY
Charles Center
P.O. Box 1475
Baltimore, Maryland 21203-1475

FIRST CLASS
CAR-RT SORT



CAR-RT SORT **CR19

JOHN Q. HOMEOWNER
4004 ST. JOHNS PLACE
HYATTSVILLE MD 20785

FIRST-CLASS MAIL
U.S. POSTAGE
PAID
Richmond, Va.
Permit No. 775



C&P Telephone
A Bell Atlantic Company

PO Box 27709
Richmond VA
23272-7709

**1 ZP 022995 023042 81

JOHN Q. HOMEOWNER
4004 ST. JOHNS PLACE
LANDOVER, MD 20785-2465

Telephone Bill

THIRD-CLASS MAIL

207

PERMIT IMPRINT
Computerized Codes for Third-Class Mail

** 1	ZB	ZIP + 4 Bar-Coded
** 1	ZP	5 - DIGIT ZIP + 4
** 1	ZN	BASIC ZIP + 4
** 1	CP	CARRIER ROUTE
** 1	FD	5-DIGIT
** 1	BA	BASIC

1401 F Street, N.W.
Washington, D.C. 20004



00048 010 CAR-RT SORT **CR17
MS. JANE GOOD CUSTOMER
3940 SAINT JOHNS PLACE
HYATTSVILLE, MD 20785

Garfinckel's

Corporate Headquarters, P.O. Box 567, Merrifield, VA 22116

Town & Country
REALTORS®

CAR-RT SORT **CR 7809
NEIGHBOR
863 CLOPPER RD #A4
GAITHERSBURG, MD 20878

BULK RATE
U.S. Postage
PAID
Town & Country
Properties, Inc.



Just a little note...

PRIME BUSINESS ASSOC. WASHINGTON DC 20002-1111	ZIP + 4 BARCODED FIRST CLASS U.S. POSTAGE PAID Mail Services, Inc.
FIRST CLASS MAIL 5698 1 ZP 0.20 **ZB 17 JANE Q. PUBLIC 4001 SAINT JOHNS PLACE LANDOVER MD 20785-2465	
Citibank Cards P.O. Box 6004 Sioux Falls, SD 57117-6004 USA	Zip + 4 Presorted First Class Mail U.S. Postage Paid Sioux Falls, SD Permit No. 1 Zip+4 Barcoded
5698 1 ZP 0.20 **ZB 17 JOHN Q. PUBLIC 3917 SAINT JOHNS PLACE LANDOVER MD 20785-2465	

|||||

Official ZIP + 4 BARCODED must be printed and/or rubberstamped in the address area and/or in the permit imprints.

ACCOUNTABLE MAIL RETURN RECEIPT

209

N 007 999 936

RETURN RECEIPT FOR MERCHANDISE

May be used on merchandise sent Priority, third class, or Parcel Post

NO INSURANCE COVERAGE
NOT FOR INTERNATIONAL MAIL

Sent to
TOM CHARLES
Street and No.
5522 TRUMAN AV.
P.O. State and ZIP Code
RIVERDALE MD 20737

Postage \$ **2.40**

Return Receipt Fee showing to whom & Date Del **1.00**

Return Receipt Fee showing to whom, Date, and Address of Delivery

Special Delivery or Special Handling Fee

TOTAL Postage and Fees \$ **3.40**

Postmark

Waiver of Signature
Yes ☒ No ☐

Waiver of Signature
YES
Signed *[Signature]*

RETURN RECEIPT
N 007 999 936
FOR MERCHANDISE

N 007 999 935

RETURN RECEIPT FOR MERCHANDISE

May be used on merchandise sent Priority, third class, or Parcel Post

NO INSURANCE COVERAGE
NOT FOR INTERNATIONAL MAIL

Sent to
TOM CHARLES
Street and No.
5522 TRUMAN AV.
P.O. State and ZIP Code
RIVERDALE MD 20737

Postage \$ **2.40**

Return Receipt Fee showing to whom & Date Del

Return Receipt Fee showing to whom, Date, and Address of Delivery **1.35**

Special Delivery or Special Handling Fee

TOTAL Postage and Fees \$ **3.75**

Postmark

Waiver of Signature
Yes ☒ No ☐

Waiver of Signature
YES
Signed *[Signature]*

RETURN RECEIPT
N 007 999 935
FOR MERCHANDISE

SENDER: Complete items 1 and 2 when additional services are desired, and complete items 3 and 4.
Put your address in the "RETURN TO" Space on the reverse side. Failure to do this will prevent this card from being returned to you. The return receipt fee will provide you the name of the person delivered to and the date of delivery. For additional fees the following services are available. Consult postmaster for fees and check box(es) for additional service(s) requested.

1. ☒ Show to whom delivered, date, and addressee's address. (Extra charge) 2. ☐ Restricted Delivery (Extra charge)

3. Article Addressed to:
TOM CHARLES
5522 TRUMAN AV
RIVERDALE, MD. 20737

4. Article Number
N 007 999 935

Type of Service:
☐ Registered ☐ Insured
☐ Certified ☐ COD
☐ Express Mail ☒ Return Receipt for Merchandise

Always obtain signature of addressee or agent and DATE DELIVERED.

5. Signature - Address
X 5522 TRUMAN AV. RIVERDALE MD.

6. Signature - Agent
X Sam Jones

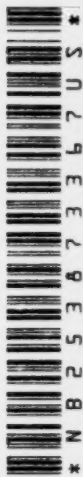
7. Date of Delivery
05-26-89

8. Addressee's Address (ONLY if requested and fee paid)
5522 TRUMAN AV
RIVERDALE MD
20737

EXPRESS MAIL

210

POST OFFICE TO ADDRESSEE **EXPRESS MAIL** **NEXT DAY SERVICE**



ORIGIN	Date In 5/15/89	Postage 8.75
Post Office ZIP Code 1000	Time In 1000 X A.M. P.M.	Return Receipt \$
Indication of Domestic Mail TS	Weight xx lbs. 10 oz.	COD \$
ACCEPTANCE		
☐ First Day Delivery ☐ Second Day Delivery ☐ By 10:00 P.M. ☐ International Express Mail		
Express Mail Corporate Account No.	Federal Agency Account No.	

FROM:
ACE Produce Co.
113 Charles Place
New York, NY 10026

DESTINATION Date of Delivery

X Signature of Addressee or Agent

DELIVERY WAS ATTEMPTED

Signature of Delivery Employee

Waiver of Signature and Indemnity (Domestic Only)

I wish delivery to be made without obtaining the signature of the addressee or the addressee's agent (if in the judgment of the delivery employee, the article can be left in a secure location) and I authorize the delivery employee to sign that the shipment was delivered and understand that the signature of the delivery employee will constitute valid proof of delivery.

SIGNED

MAILING LABEL-Service Analysis & Proof of Delivery

TO:

Telephone Number:

Joe Smith
400 E. York St.
Denver, CO 80202

11-B (July 1988)

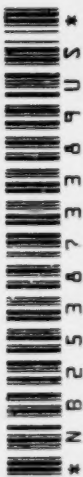
Press Hard, You Are Making 4 Copies

Remove The Backing Sheet To Expose Adhesive Before Applying The Label To Your Package

EXPRESS MAIL

PENALTY - GOV'T AGENCY

POST OFFICE TO ADDRESSEE **EXPRESS MAIL** **NEXT DAY SERVICE**



ORIGIN	Date In 5/15/89	Postage 12.00
Post Office ZIP Code 2000	Time In 1000 X A.M. P.M.	Return Receipt \$
Indication of Domestic Mail TS	Weight 10 lbs. xx oz.	COD \$
ACCEPTANCE		
☒ First Day Delivery ☐ Second Day Delivery ☒ By 10:00 P.M. ☐ International Express Mail		
Express Mail Corporate Account No.	Federal Agency Account No. 400	

FROM:
Tom Roberts
USPS Headquarters
475 L'Enfant Plaza, SW
Washington, DC 20260-5318

DESTINATION Date of Delivery

X Signature of Addressee or Agent

DELIVERY WAS ATTEMPTED

Signature of Delivery Employee

Waiver of Signature and Indemnity (Domestic Only)

I wish delivery to be made without obtaining the signature of the addressee or the addressee's agent (if in the judgment of the delivery employee, the article can be left in a secure location) and I authorize the delivery employee to sign that the shipment was delivered and understand that the signature of the delivery employee will constitute valid proof of delivery.

SIGNED

MAILING LABEL-Service Analysis & Proof of Delivery

TO:

Telephone Number:

Joe Smith
400 E. York St.
Denver, CO 80202

11-B (July 1988)

Press Hard, You Are Making 4 Copies

Remove The Backing Sheet To Expose Adhesive Before Applying The Label To Your Package

Your New Washington Metropolitan Yellow Pages Has Arrived!

Your new 1988-89 Washington Metropolitan Yellow Pages from Southwestern Bell Media was delivered to you today.

It's the ONLY Yellow Pages that covers the prime locations of Greater Washington, D.C. including Montgomery County, Fairfax County and portions of Prince George's County (inside the Capital Beltway). With combined consumer and business-to-business listings, that means shopping convenience for you.

P.O. Box 5877
St. Louis, MO 63134

Bound
Printed Matter
U.S. Postage
PAID
Directory
Dist. Assoc. Inc.

CAR-RT SORT **CR19
RESIDENT
3618 ST JOHNS PL
HYATTSVILLE MD 20785

8GX F

Postal Service regulations require that this address card be delivered together with its accompanying postage paid Yellow Pages directory. Should you receive this card without its accompanying directory, please notify your local postmaster.

If the addressee does not respond, please leave the Yellow Pages on the porch, steps or elsewhere, as provided in Domestic Mail Manual, 153.82.

NOTE: A RETURN RECEIPT (PS FORM 3811) BEING RETURNED TO THE SENDER AND TRAVELING INDEPENDENT OF THE PARENT PIECE, IS TO BE RECORDED AS A U.S.P.S. LETTER CASED MAIL PIECE (PENALTY). IN ADDITION TO THIS RECORDING, THE PIECE MUST BE RECORDED AS A RETURN RECEIPT IN THE ACCOUNTABLE MAIL SECTION.

● SENDER: Complete items 1 and 2 when additional services are desired, and complete items 3 and 4. Put your address in the "RETURN TO" Space on the reverse side. Failure to do this will prevent this card from being returned to you. <u>The return receipt fee will provide you the name of the person delivered to and the date of delivery.</u> For additional fees the following services are available. Consult postmaster for fees and check box(es) for additional service(s) requested. 1. ☒ Show to whom delivered, date, and addressee's address. (Extra charge) 2. ☐ Restricted Delivery (Extra charge)	
3. Article Addressed to: CHARLES THOMAS 1211 E. 93RD ST. ST. PAUL, MN 55124	4. Article Number P.698.583.270 Type of Service: ☐ Registered ☐ Insured ☒ Certified ☐ COD ☐ Express Mail ☐ Return Receipt for Merchandise Always obtain signature of addressee or agent and DATE DELIVERED.
5. Signature - Address X 1211 E. 93rd St	8. Addressee's Address (ONLY if requested and fee paid)
6. Signature - Agent X C.H. Thomas	
7. Date of Delivery 6-1-89	
PS Form 3811, Mar. 1988 * U.S.G.P.O. 1988-212-865 DOMESTIC RETURN RECEIPT	

UNITED STATES POSTAL SERVICE OFFICIAL BUSINESS			
SENDER INSTRUCTIONS Print your name, address and ZIP Code in the space below. • Complete items 1, 2, 3, and 4 on the reverse. • Attach to front of article if space permits, otherwise affix to back of article. • Endorse article "Return Receipt Requested" adjacent to number.		PENALTY FOR PRIVATE USE, \$300	
RETURN TO 	Print Sender's name, address, and ZIP Code in the space below. JOHN Q. PUBLIC 119 EMERSON DRIVE, APT. 23 NEW YORK, NY 10026		

NOTE: AN EXPRESS MAIL CUSTOMER RECEIPT BEING RETURNED TO THE
SENDER IN AN EXPRESS MAIL CUSTOMER RECEIPT ENVELOPE
SHOULD BE RECORDED AS A NON-ACCOUNTABLE USPS PENALTY
PIECE AND A RETURN RECEIPT UNDER ACCOUNTABLE MAIL.

UNITED STATES POSTAL SERVICE		
OFFICIAL BUSINESS		PENALTY FOR PRIVATE USE TO AVOID PAYMENT OF POSTAGE \$300
Your		FIRST CLASS
EXPRESS MAIL NEXT DAY SERVICE. 		
Customer Receipt		
FROM: ACE PRODUCE COMPANY 113 CHARLES PLACE NEW YORK, NY 10026		

← $4\frac{3}{4} \times 9$ →

GLOSSARY

ACCOUNTABLE MAIL -- Accountable mail is mail that requires the signature of the addressee upon receipt, such as certified or registered mail.

BULK MAIL CENTER (BMC) -- The BMC is a highly mechanized mail processing plant for the distribution of third-class and nonpreferential second-class mail in bulk form, and fourth-class mail in piece and bulk form.

BUSINESS REPLY MAIL -- BRM includes specially printed cards, envelopes, cartons, and labels that may be mailed without prepayment of postage. The postage and fees are collected when the mail is delivered to the addressee. Business Reply Mail may not be sent to or from other countries.

CARRIER ROUTE SCHEME -- A Carrier Route Scheme is the identification of the street names and numbers which have been assigned to a specific carrier route for delivery of mail.

CASE STACKING -- Case stacking is a manual distribution operation where the size of the case is determined by the number of separations in the stacking plan. The operation is similar to easy case and tends to be better suited for smaller offices with 240 scheme items or less.

CAG (Cost Ascertainment Grouping) -- CAG is the grouping of post offices according to revenue units.

CITY DELIVERY -- City delivery is a carrier delivery of mail addressed to residences and businesses within an area having a population of 2,500 or more, or more than 750 possible deliveries.

DATA COLLECTOR -- The data collector is the person employed and trained to conduct the Carrier Cost Tests (i.e., 2858C and 2858R), and In-Office Cost Tests.

DOMESTIC MAIL MANUAL (DMM) -- The DMM is one of the six policy manuals of the USPS. The DMM covers domestic mail, Express Mail, First-, Second-, Third-, and Fourth-Class mail, and special services, and contains regulations for postage rates, mail classification, and mail preparation requirements.

GLOSSARY

EASY CASE -- Easy case is a modification of the traditional letter carrier case. The easy case has three sets of labels that may be rotated. One set displays the delivery addresses that are set up in traditional route delivery order; the second set has labels arranged by street in some alphabetical order to enable a carrier unfamiliar with a route to place the mail in the proper separation without much search time; the third set of labels specifies how the second set of labels (Easy Case) should be pulled down. This results in the normal pull down and route travel pattern displayed on the first (traditional) set of labels. Easy case labels appear to benefit only those employees who are unfamiliar with a particular route. The process is useful in any size office and may be quite useful in situations where a clerk is not familiar with conventional format or delivery sequence.

FIELD DIVISION GENERAL MANAGER/POSTMASTER -- The Field Division General Manager/Postmaster is responsible for the proper implementation of the Carrier Cost System (i.e., City and Rural), and In-Office Cost System in all selected offices in his/her jurisdiction.

FIELD DIVISION CONTROLLER -- The Controller is responsible for seeing that Carrier Cost Test (i.e., City and Rural) and In-Office Cost readings are conducted according to the established procedures. The Controller is assigned division-wide administrative responsibilities, and provides guidance and direction in all major facilities in the division, including the division host office, associate offices, MSCs and BMCs. Must maintain an on-going division-wide monitoring program.

FIELD DIVISION, STATISTICAL PROGRAMS COORDINATOR -- The Statistical Programs Coordinator is assigned division-wide responsibility for operating and maintaining the integrity and accuracy of the Carrier Cost System and the In-Office Cost Program. Two of the primary duties involve implementing national guidelines for the Carrier Cost System and the In-Office Cost Program.

FIRM ZIP -- Firm Zip is designed to make optimum use of automated equipment. The system is primarily for use with large volume mailers who use courtesy or business reply mail and share a common ZIP code. The primary emphasis tends to be on unique 5-digit ZIP codes assigned to firms that receive a high volume of mail, or unique ZIP+4 codes assigned to firms that receive 10 or more pieces of mail on the average. The system is designed to provide better service to high volume customers, and the mail must be OCR readable and must bear a ZIP+4 code.

GLOSSARY

HOLDOUT -- A Holdout is mail held for special handling and dispatch, and for businesses which receive a large volume of mail.

HOT CASE -- A Hot Case is a special distribution case in a delivery unit for last-minute sorting of mail the carrier collects enroute.

LINEAR ROUTE -- The linear route concept embraces a scheme for simplifying mail distribution. Its major benefits tend to be found primarily in mail processing because scheme distribution is simplified by reducing the number of memory items or scheme splits. The linear route concept tends to establish routes that go up and down the same street or streets, thereby creating deadheading, additional vehicle moves, etc. This process will not affect the mail count in Carrier Cost System.

MANAGEMENT SECTIONAL CENTER (MSC) -- An MSC is a designated postal facility whose manager has full responsibility for all post offices within an assigned ZIP Code area.

MANAGEMENT SECTIONAL CENTER STATISTICAL PROGRAMS ADMINISTRATOR -- The Statistical Programs Administrator is responsible for the collection of statistical data associated with national programs relating to revenue, cost, and service within an assigned MSC area. Two of the primary responsibilities of the administrator involve implementing and operating the Carrier Cost tests and In-Office Cost readings in his/her office.

OBSS CASES (One-Bundle Sliding-Shelf) -- OBSS Cases provide a one route system which features the casing of all mail for a delivery point in one separation. The overall case is designed to provide one separation for each delivery point on a route. All mail for a stop is cased together without regard for shape or size. In general, it is a carrier sorting case which permits sorting of both letters and flats in the same separations; it is modular. The casing method has been utilized most often on Curb Routes. The casing method should not have any negative effects on mail count in the Carrier Cost System.

ORFEO (ODIS RPW Frame Entity Operations) -- ORFEO is a computerized data entry and retrieval system for maintaining on-line descriptive information for all delivery units.

GLOSSARY

PHANTOM ROUTES -- Phantom route numbers are assigned to multiple delivery segments from two or more carrier routes for incoming primary or secondary distribution purposes. The mail is sorted manually to firm holdouts, apartment buildings, etc., and presented to letter carrier routes for delivery. Phantom routes are not entities of the Carrier Cost Frame and only appear there as infrequent data collector errors made in updating the frame. When they appear on the sample selection as routes they must not be tested as routes. This mail should be included and counted along with all other mail from the "parent" route from which select stops are to be counted on a tested route.

RATES AND CLASSIFICATION CENTER (RCC) -- The Rates and Classification Center reports directly to Headquarters. This Center, through its Statistical Programs Coordinator is responsible for: (1) providing continual orientation to all appropriate sectional center and post office personnel. The Center also supports Divisional efforts to monitor the operation of all statistical programs to assure that they are being conducted in accordance with official instructions. (2) emphasizing to the postmasters at all participating post offices that they will be held strictly accountable for the integrity of the statistical programs

ROUTER -- A router is generally a level 5 city letter carrier assignment. The duties consist of casing, routing and sequencing mail for a group of routes. Assignments may include street duties, but the duties are usually in the office routing mail for various city delivery route types (park and loop, motorized, residential, business, mixed routes, etc.). Normally routers sort bulk business mail in delivery order in the morning or afternoon after the regular carriers have left the office to deliver the routes. The router is viewed as an effective way of managing increases in volume by assigning duties on a route or several routes to a router.

RURAL DELIVERY SERVICE -- Rural Delivery Service involves a rural route operated primarily to deliver and collect mail from roadside boxes owned and maintained by residents of communities without convenient postal facilities.

GLOSSARY

SATURATION MAILING -- A saturation mailing is a mailing which is sent to at least 75 percent of the total addresses on a carrier's route or 90 percent of the residential addresses on the route. If a saturation mailing takes place on the day of the test, it is important that the data collector do the following: first, the data collector must note in the appropriate categories that a saturation mailing is a part of the test route; second, it is important to record the piece in the appropriate mail class category for each sampled stop.

SEGMENTATION -- Segmentation involves the sortation or preparation of mail into clusters or groupings for purposes of achieving greater processing and/or sortation efficiency. The major characteristic of the segment is the ZIP+4. Segmentation represents the smallest unit to which distribution can be made. Using the ZIP+4 segment concept, segments may be prepared by customers or contract personnel prior to entry, or in postal operations prior to dispatch or receipt by the carrier. Segments are parts of routes. They are not routes even though they may have some of the characteristics of a route. The primary purpose of segmentation is to reduce carrier casing time.